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Info Source

Sources of Federal Employee Information 1995-1996

Canada

Info Source®

Sources of Federal Employee Information 1995-1996

Treasury Board Secretariat
Financial and Information Management Branch
Information, Communications and Security Policy Division

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Table of Contents

Introduction

About *Info Source* I
Inside *Info Source* I
Privacy Act II
Using *Info Source* quickly and effectively V
Where to obtain more information V
Privacy Coordinators VII
Standard Bank Descriptions XXII

Chapter

1 Agriculture and Agri-Food Canada 1
2 Atlantic Canada Opportunities Agency 6
3 Atlantic Pilotage Authority Canada 7
4 Atomic Energy Control Board 8
5 Bank of Canada 8
6 Business Development Bank of Canada 12
7 Canada Council 13
8 Canada Deposit Insurance Corporation 15
9 Canada Labour Relations Board 16
10 Canada Lands Company Limited 16
11 Canada Mortgage and Housing Corporation 16
12 Canada Ports Corporation 20
13 Canada Post Corporation 20
14 Canada-Newfoundland Offshore Petroleum Board 33
15 Canada-Nova Scotia Offshore Petroleum Board 33
16 Canadian Centre for Management Development 33
17 Canadian Centre for Occupational Health and Safety 34
18 Canadian Commercial Corporation 35
19 Canadian Cultural Property Export Review Board 35
20 Canadian Dairy Commission 35
21 Canadian Environmental Assessment Agency 36
22 Canadian Film Development Corporation 36
23 Canadian Heritage 37
24 Canadian Human Rights Commission 39
25 Canadian International Development Agency 39
26 Canadian International Trade Tribunal 40
27 Canadian Museum of Civilization 40
28 Canadian Museum of Nature 41
29 Canadian Polar Commission 41
30 Canadian Radio-television and Telecommunications Commission 41
31 Canadian Saltfish Corporation 42
32 Canadian Security Intelligence Service 42
33 Canadian Space Agency 48
34 Canadian Wheat Board 48
35 Citizenship and Immigration 49
36 Copyright Board Canada 50
37 Correctional Investigator Canada, The 51
38 Correctional Service of Canada 51
39 Defence Construction Canada 52
40 Department of Finance Canada 53
41 Department of Justice Canada 53
42 Environment Canada 54
43 Export Development Corporation 55
44 Farm Credit Corporation Canada 57
45 Federal Office of Regional Development (Quebec) 58
46 Fisheries and Oceans 59
47 Foreign Affairs and International Trade Canada 60
48 Freshwater Fish Marketing Corporation 62
49 Great Lakes Pilotage Authority Canada 63
50 Hazardous Materials Information Review Commission 63
51 Health Canada 64
52 Human Resources Development Canada 66
53 Immigration and Refugee Board 68
54 Indian and Northern Affairs Canada 69
55 Industry Canada 70
56 International Development Research Centre 72
57 Laurentian Pilotage Authority Canada 74
58 Medical Research Council of Canada 74
59 National Archives of Canada 74
60 National Arts Centre 78
61 National Capital Commission 79
62 National Defence 80
63 National Energy Board 94
64 National Farm Products Council 94
65 National Film Board 94
66 National Gallery of Canada 95

67 National Library of Canada 95
68 National Museum of Science and Technology 95
69 National Parole Board 96
70 National Research Council Canada 96
71 National Transportation Agency of Canada 98
72 Natural Resources Canada 98
73 Natural Sciences and Engineering Research Council of Canada 101
74 Northern Pipeline Agency Canada 102
75 Northwest Territories Water Board 102
76 Office of the Auditor General of Canada 102
77 Office of the Chief Electoral Officer 103
78 Office of the Commissioner of Official Languages 103
79 Office of the Inspector General of the Canadian Security Intelligence Service 104
80 Office of the Superintendent of Financial Institutions Canada 104
81 Pacific Pilotage Authority Canada 105
82 Patented Medicine Prices Review Board 106
83 Pension Appeals Board 106
84 Privy Council Office 106
85 Public Service Commission of Canada 107
86 Public Service Staff Relations Board 122
87 Public Works and Government Services Canada 124
88 RCMP External Review Committee 126
89 RCMP Public Complaints Commission 127
90 Revenue Canada 128
91 Royal Canadian Mint 130
92 Royal Canadian Mounted Police 132
93 Security Intelligence Review Committee 138
94 Social Sciences and Humanities Research Council of Canada 139
95 Solicitor General Canada, Ministry Secretariat 140
96 St. Lawrence Seaway Authority, The 140
97 Standards Council of Canada 141
98 Statistics Canada 143
99 Status of Women Canada 144
100 Transport Canada 144
101 Transportation Safety Board of Canada 146
102 Treasury Board of Canada Secretariat 147
103 Veterans Affairs Canada 159
104 Western Economic Diversification Canada 159
105 Yukon Territory Water Board 160

Introduction

Note: This introduction to **Info Source** is in large print to assist persons with visual disabilities.

About Info Source

Info Source (Sources of Federal Employee Information), will help you, as a current or former federal employee, to locate your personal information held by the government. It will also help you to exercise your rights under the Privacy Act.

This book is a complementary volume to **Info Source (Sources of Federal Government Information)** which contains information about the Government of Canada, its organization and its information holdings.

Info Source combines and replaces the Access Register and the Index to Personal Information, two publications you might have seen or used before. The annual edition of **Info Source** is complemented by bulletins and the **Guide to Sources of Federal Government Information**.

Inside Info Source

This **Info Source** book has three main components:

Table of Contents

The Table of Contents is organized alphabetically by the commonly used name of the department or agency, such as Agriculture and Agri-Food Canada or Health Canada, rather than by their legal titles, Department of Agriculture and Agri-Food or Department of Health.

Introduction

The Introduction includes:

- information about the terms used in this book, some essential points about the Privacy Act, and directions on how to locate

information by using **Info Source** or by making a formal request under the Privacy Act;

- a list of Privacy Coordinators, which is organized in the same order as the Table of Contents; and
- the description of the contents of Standard Banks – see definition below.

Chapters

There is one chapter for each federal government department or agency subject to the Privacy Act. Each chapter contains a list or a description of personal information banks relating to current and former employees of the institution.

This book contains three types of personal information banks, as follows:

Standard Banks Standard Banks consist of administrative information which many government institutions maintain about their employees. Types of information include "Employee Personal Records", "Pay and Benefits" and "Training and Development". Not all government institutions require for each employee all the records described in the Standard Banks.

Central Banks These banks include information about employees from all or several government institutions. They are maintained by central agencies such as the Public Service Commission, the Treasury Board Secretariat and Public Works and Government Services Canada.

Particular Banks Particular Banks contain personal information about employees that is specific to the requirements of each department or agency.

Privacy Act

In its day-to-day operations, federal government departments and agencies collect personal information from almost all Canadians. The Privacy Act gives Canadian citizens and people present in Canada the

right to have access to information that is held about them by the federal government. It also protects against unauthorized disclosure of personal information. In addition, it strictly controls how the government will collect, use, store, disclose and dispose of any personal information.

Most information available when you ask. In many cases, you, as a federal employee, may be able to obtain your personal information from a government institution without applying under the Privacy Act. You should seek information about gaining access to your records by contacting a personnel officer at your employing institution at headquarters, or in the regions, as appropriate.

Some personal information is confidential. The federal government must keep some personal information confidential under the Privacy Act, much of which relates to other people, national security or law enforcement.

How to apply

When you have decided to make a formal request under the Privacy Act there are certain procedures to follow.

Obtain a Personal Information Request Form at any location where **Info Source** is available.

- Fill out the form and identify yourself in such a way that the government institution can verify who you are, i.e. that it is you, and not someone else, asking for your information. The more precise the information you provide, the faster your request can be answered.
- If you are currently a federal employee, send the form to the Privacy Coordinator in your department or agency.
- If you are a former federal employee, you should contact the National Personnel Records Centre, National Archives of Canada, Tunney's Pasture, Ottawa, Canada K1A 0N3.

There is no charge to apply for information under the Privacy Act.

To change the information If you believe the information which a federal institution has on file about you is untrue or misleading, you can ask to have it corrected. Even if the department or agency does not agree to change this information, it must make a note that you have asked for the change and attach it to the file.

Safeguarding personal information The protection of your personal information and privacy is also a very important purpose of the Privacy Act. The Act states how and when the government can collect, store and dispose of personal information. It also covers specifically why and how the information can be used or given out, as well as who can use or receive it.

Giving out information The government can only disclose your information to someone else with your consent or when one or more of the criteria in the Privacy Act are met, such as to comply with a subpoena.

Turnaround time Under the law, all or most of the information you ask for should be disclosed within 30 days of receiving the request. If a time extension is required, you will be notified within the first 30 days and told why up to another 30 days may be needed.

Privacy Commissioner
The Privacy Commissioner is a representative of the people with the power to look into complaints of improper collection, use, storage, disclosure or disposal of personal information. The Privacy Commissioner can also help if you are dissatisfied with the results of your formal application or the time it has taken to see your personal information.

When the Privacy Commissioner's investigation is complete, an individual who is of the opinion that they have not been given access to all of their personal information which they are entitled has the right to apply to the Federal Court – Trial Division.

You can write or call the Privacy Commissioner's office at:

Place de Ville, Tower B
112 Kent Street, 3rd Floor
Ottawa, Ontario
K1A 1H3
Telephone: 995-2410 in Ottawa-Hull
1-800-267-0441 (national toll free number)

Using Info Source quickly and effectively

Determine the correct chapter Turn to the chapter of the department or agency you think has the information, and check the Personal Information Banks.

If you are unsure about the correct department or agency, a telephone call or letter to any Privacy Coordinator's office should provide the answer.

For persons with disabilities: Individuals who are unable to exercise their rights using regular procedures may obtain further assistance from any Privacy Coordinator's office.

Where to obtain more information

For more information about the Privacy Act, you may contact (please see note below):

Communications and Coordination Directorate
Treasury Board of Canada Secretariat
L'Esplanade Laurier, East Tower
140 O'Connor Street, 9th Floor
Ottawa, Ontario
K1A 0R5
Telephone: (613) 957-2400

You may consult **Info Source** publications and obtain copies of brochures on the Access to Information Act and the Privacy Act, at various locations within departments and agencies, such as the Office of the Access to Information and Privacy Coordinator and the library.

If you would like to purchase a copy of this publication, please contact:

Canada Communications Group – Publishing
Telephone: (819) 956-4802
Fax: (819) 994-1498

For information on the **Info Source** database, please call:

Information, Communications and Security Policy Division,
Treasury Board of Canada Secretariat
(613) 957-2408

For information on subscribing to the **Info Source** database, please call:

QL Systems Limited
Toll Free: 1-800-387-0899
Telephone: (613) 238-3499
Fax: (613) 238-7597

You may also obtain information from the Offices of the Access to Information and Privacy Coordinators listed in the next pages.

Please Note: Privacy requests must be addressed to the appropriate institutions, at the addresses listed in the pages which follow.

Access to Information and Privacy Coordinators

Agricultural Products Board
see Agriculture and Agri-Food Canada

Agricultural Stabilization Board
see Agriculture and Agri-Food Canada

Agriculture and Agri-Food Canada
Sir John Carling Bldg.
Room 8107
930 Carling Avenue
Ottawa, Ontario
K1A 0C5

(613) 995-5118

Atlantic Canada Opportunities Agency
Blue Cross Centre
644 Main Street, 3rd Floor
P.O. Box 6051
Moncton, New Brunswick
E1C 9J8

(506) 851-3845

Atlantic Pilotage Authority Canada
Suite 1402,
1959 Upper Water Street
Halifax, Nova Scotia
B3J 3N2

(902) 426-2550

Atomic Energy Control Board
280 Slater Street
P.O. Box 1046, Station B
Ottawa, Ontario
K1P 5S9

(613) 995-1221

Bank of Canada
234 Wellington St.
2nd Floor
Ottawa, Ontario
K1A 0G9

(613) 782-8537

Bureau of Pension Advocates
see Veterans Affairs Canada

Canada Council
350 Albert Street
9th Floor
Ottawa, Ontario
K1P 5V8

(613) 566-4380

Canada Deposit Insurance Corporation
50 O'Connor Street
17th Floor
Ottawa, Ontario
K1P 5W5

(613) 996-2082

Canada Employment and Immigration Commission
see Human Resources Development or Citizenship and Immigration

Canada Labour Relations Board
C.D. Howe Bldg., West Tower
240 Sparks Street
4th floor
Ottawa, Ontario
K1A 0X8

(613) 996-9466

Canada Lands Company Limited
see Public Works and Government Services Canada

Canada Mortgage and Housing Corporation
700 Montreal Road
Room C2-204
Ottawa, Ontario
K1A 0P7

(613) 748-2843

Canada-Newfoundland Offshore Petroleum Board
TD Place, 140 Water Street
Suite 500
St. John's, Newfoundland
A1C 6H6

(709) 778-1464

Canada-Nova Scotia Offshore Petroleum Board
TD Centre, 6th Floor
1791 Barrington Street
Halifax, Nova Scotia
B3J 3K9

(902) 422-5588

Canada Ports Corporation
99 Metcalfe Street
Room 856
Ottawa, Ontario
K1A 0N6

(613) 957-6739

Canada Post Corporation
2701 Riverside Drive
Suite E0341
Ottawa, Ontario
K1A 0B1

(613) 734-6871

Canadian Advisory Council on the Status of Women
110 O'Connor St., 9th floor
Ottawa, Ontario
K1P 5M9

(613) 992-4975

Canadian Centre for Management Development
De La Salle Campus
373 Sussex Drive
P.O. Box 420, Station A
Ottawa, Ontario
K1N 8V4

(613) 992-8171

Canadian Centre for Occupational Health and Safety
250 Main Street East
Hamilton, Ontario
L8N 1H6

(905) 572-2981

Canadian Commercial Corporation
50 O'Connor Street
11th Floor
Ottawa, Ontario
K1A 0S6

(613) 996-0262

Canadian Cultural Property Export Review Board
Journal Building, North Tower
300 Slater Street, Room 500
Ottawa, Ontario
K1A 0C8

(613) 990-4161

Canadian Dairy Commission
1525 Carling Avenue
Ottawa, Ontario
K1A 0Z2

(613) 998-9490

Canadian Film Development Corporation
Tour de la Banque nationale
14th floor
600 de la Gauchetiere St. West
Montreal, Quebec
H3B 4L2

(514) 283-6363

Canadian Forces
see National Defence

Canadian Government Standards Board
see Public Works and Government Services Canada

Canadian Grain Commission
see Agriculture and Agri-Food Canada

Canadian Heritage
Room 400
Jules Léger Building
25 Eddy Street
Hull, Québec
K1A 0M5

(819) 997-2874

Canadian Human Rights Commission
Place de Ville, Tower A
320 Queen Street, 13th Floor
Ottawa, Ontario
K1A 1E1

(613) 943-9505

Canadian International Development Agency
Place du Centre, 12th floor
200, promenade du Portage
Hull, Quebec
K1A 0G4

(613) 997-0849

Canadian International Trade Tribunal
Journal Bldg., South Tower
365 Laurier Ave. West
19th floor
Ottawa, Ontario
K1A 0G7

(613) 990-2452

Canadian Museum of Civilization
100 Laurier Street
Box 3100, Station B
Hull, Quebec
J8X 4H2

(613) 776-7115

Canadian Museum of Nature
Victoria Memorial Museum Building
Metcalfe and McLeod Streets
P.O. Box 3443, Station D
Ottawa, Ontario
K1P 6P4

(613) 996-3102

Canadian Pension Commission
see Veterans Affairs Canada

Canadian Polar Commission
Constitution Square, Suite 1710
360 Albert Street
Ottawa, Ontario
K1R 7X7

(613) 943-8605

Canadian Radio-television and Telecommunications Commission
Les Terrasses de la Chaudiere
1 Promenade du Portage
5th Floor
Hull, Quebec
K1A 0N2

(819) 994-5366

Canadian Saltfish Corporation
see Fisheries and Oceans

Canadian Security Intelligence Service
284 Wellington Street
P.O. Box 9732
Station Terminal T
Ottawa, Ontario
K1G 4G4

(613) 782-0107

Canadian Space Agency
6767 Route de l'aéroport
St. Hubert, Quebec
J3Y 8Y9

(514) 926-4866

Canadian Wheat Board
423 Main Street
P.O. Box 816
Winnipeg, Manitoba
R3C 2P5

(204) 983-3453

Citizenship and Immigration Canada
Place du Portage, Phase IV
4th Floor, Room 4L03
Hull, Québec
K1A 0J9

(819) 953-9321

Communications Canada
see Canadian Heritage, Industry Canada or Public Works and Government Services

Consumer and Corporate Affairs Canada
see Industry Canada, Canadian Heritage or Agriculture and Agri-Food Canada

Copyright Board Canada
56 Sparks Street, Room 800
Ottawa, Ontario
K1A 0C9

(613) 952-8621

Correctional Investigator Canada
275 Slater Street
Room 402
Ottawa, Ontario
K1P 5H9

(613) 990-2692

Correctional Service Canada
5th Floor, Section C
340 Laurier Avenue West
Ottawa, Ontario
K1A 0P9

(613) 992-8248

Custodian of Enemy Property
Public Works and Government Services Canada

Defence Construction Canada
Sir Charles Tupper Bldg,
A Wing, 3rd Floor
Confederation Heights
Ottawa, Ontario
K1A 0K3

(613) 998-9539

Department of Finance Canada
Esplanade Laurier, East Tower
140 O'Connor Street
21st Floor
Ottawa, Ontario
K1A 0G5

(613) 992-6923

Department of Justice Canada
Justice Building, Room 34
239 Wellington Street
Ottawa, Ontario
K1A 0H8

(613) 952-8352

Department of the Secretary of State of Canada
see Human Resources Development, Canadian Heritage

or Public Works and Government Services

Director of Soldier Settlement
see Veterans Affairs Canada

Director Veterans' Land Act, The
see Veterans Affairs Canada

Employment and Immigration Canada
see Citizenship and Immigration or Human Resources Development

Energy, Mines and Resources Canada
see Natural Resources Canada

Energy Supplies Allocation Board
see Natural Resources Canada

Environment Canada
Terrasses de la Chaudiere
10 Wellington Street, 4th floor
Hull, Quebec
K1A 0H3

(819) 997-2992

Export Development Corporation
151 O'Connor Street
6th Floor
P.O. Box 655
Ottawa, Ontario
K1P 5T9

(613) 598-2899

External Affairs and International Trade Canada
see Foreign Affairs and International Trade Canada

Farm Credit Corporation Canada
P.O. Box 4320
Regina, Saskatchewan
S4P 4L3

(306) 780-8608

Federal Business Development Bank
800 Victoria Square
Tour de la Place-Victoria
P.O. Box 335
Montreal, Quebec
H4Z 1L4

(514) 283-3554

Federal Mortgage Exchange Corporation
see Department of Finance Canada

Federal Office of Regional Development (Quebec)
800 Place Victoria, Room 3800
C.P. 247
Montreal, Québec
H4Z 1E8

(514) 283-8418

Federal-Provincial Relations Office
see Privy Council Office

Fisheries and Oceans
Centennial Towers
200 Kent Street, Station 948
Ottawa, Ontario
K1A 0E6

(613) 993-2052

Fisheries and Oceans Research Advisory Council
see Fisheries and Oceans

Fisheries Prices Support Board
see Fisheries and Oceans

Foreign Affairs and International Trade Canada
Lester B. Pearson Building,
Main Floor
125 Sussex Drive (JIX)
Ottawa, Ontario
K1A 0G2

(613) 992-1487

Forestry Canada
see Natural Resources Canada

Freshwater Fish Marketing Corporation
1199 Plessis Road
Winnipeg, Manitoba
R2C 3L4

(204) 983-6461

Great Lakes Pilotage Authority Canada
202 Pitt Street, 2nd Floor
P.O. Box 95
Cornwall, Ontario
K6J 3P7

(613) 933-2991

Hazardous Materials Information Review Commission
200 Kent Street, Suite 400
Ottawa, Ontario
K1A 0M1

(613) 993-4331

Health and Welfare Canada
see Health Canada

Health Canada
Brooke Claxton Building
Room 0909-D
Tunney's Pasture
Ottawa, Ontario
K1A 0K9

(613) 957-3051

Historic Sites and Monuments Board of Canada
see Environment Canada

Human Resources Development Canada
Place du Portage, Phase IV
140 Promenade du Portage
4th Floor
Hull, Québec
K1A 0J9

(819) 994-2548

Immigration and Refugee Board
222 Nepean Street, 7th Floor
Ottawa, Ontario
K1A 0K1

(613) 995-3514

Indian and Northern Affairs Canada
Les Terrasses de la Chaudiere
North Tower
10 Wellington Street
Room 1365
Hull, Quebec
K1A 0H4

(819) 997-8277

Industry Canada
C.D. Howe Building
235 Queen Street
3rd floor West
Ottawa, Ontario
K1A 0H5

(613) 954-2752

Industry, Science and Technology Canada
see Industry Canada

International Centre for Human Rights and Democratic Development
63 De Brèsoles, Suite 100
Montreal, Québec
H2Y 1V7

(514) 283-6073

International Development Research Centre
250 Albert Street, 13th Floor
Ottawa, Ontario
K1G 3H9

(613) 236-6163, ext. 2123

Jacques Cartier and Champlain Bridges Inc.
see The St. Lawrence Seaway Authority

Labour Canada
see Human Resources Development

Laurentian Pilotage Authority Canada
P.O. Box 680
Tour de la Bourse
Montreal, Québec
H4Z 1J9

(514) 283-6320

Medical Research Council of Canada
Holland Cross Building
Tower B, 5th Floor
1600 Scott Street
Ottawa, Ontario
K1A 0W9

(613) 954-1812

Merchant Seamen Compensation Board
see Human Resources Development Canada

Multiculturalism and Citizenship Canada
see Canadian Heritage or Citizenship and Immigration

National Archives of Canada
395 Wellington Street
Room 118
Ottawa, Ontario
K1A 0N3

(613) 954-4141

National Arts Centre
1 Confederation Square
P.O. Box 1534, Station B
Ottawa, Ontario
K1P 5W1

(613) 996-5051

National Battlefields Commission
see Environment Canada

National Capital Commission
3rd Floor
40 Elgin Street
Ottawa, Ontario
K1P 1C7

(613) 239-5198

National Defence
Centre Block North
101 Colonel By Drive
13th Floor
Ottawa, Ontario
K1A 0K2

(613) 992-8486

National Energy Board
311 – 6th Avenue South West
Calgary, Alberta
T2P 3H2

(403) 299-2717

National Farm Products Marketing Council
Martel Building
270 Albert Street, 13th Floor
P.O. Box 3430, Station D
Ottawa, Ontario
K1P 6L4

(613) 995-8840

National Film Board
P.O. Box 6100, Station A
Montreal, Quebec
H3C 3H5

(514) 283-9136

National Gallery of Canada
380 Sussex Drive
Room 532
P.O. Box 427, Station A
Ottawa, Ontario
K1N 9N4

(613) 991-0040

National Library of Canada
395 Wellington Street
Room 215
Ottawa, Ontario
K1A 0N4

(613) 996-2892

National Museum of Science and Technology
2421 Lancaster Road
P.O. Box 9724, Station T
Ottawa, Ontario
K1G 5A3

(613) 991-3033

National Parole Board
Sir Wilfrid Laurier Building
340 Laurier Avenue West
9th Floor
Ottawa, Ontario
K1A 0R1

(613) 954-5946

National Research Council Canada
Building M-58, Montreal Road
Room S-306
Ottawa, Ontario
K1A 0R6

(613) 990-2558

National Transportation Agency of Canada
Jules Leger Building
15 Eddy Street, 16th Floor
Hull, Quebec
K1A 0N9

(819) 994-2564

Natural Resources Canada
580 Booth Street, 2nd Floor
Ottawa, Ontario
K1A 0E4

(613) 996-8261

Natural Sciences and Engineering Research Council of Canada
350 Albert Street, 13th Floor
Ottawa, Ontario
K1A 1H5

(613) 995-6214

Northern Pipeline Agency Canada
Lester B. Pearson Building
125 Sussex Drive
Ottawa, Ontario
K1A 0G2

(613) 993-7466

Northwest Territories Water Board
Precambrian Building
9th Floor
P.O. Box 1500
Yellowknife, Northwest Territories
X1A 2R3

(403) 920-8191

Office of the Auditor General of Canada
240 Sparks Street
Room 1167
Ottawa, Ontario
K1A 0G6

(613) 995-3766

Office of the Chief Electoral Officer
1595 Telesat Court
Ottawa, Ontario
K1A 0M6

(613) 990-5596

Office of the Commissioner of Official Languages
110 O'Connor Street
13th Floor, Room 1334
Ottawa, Ontario
K1A 0T8

(613) 996-6036

Office of the Comptroller General
see Treasury Board of Canada

Office of the Grain Transportation Agency Administrator
300 – 200 Graham Avenue
Winnipeg, Manitoba
R3B 0T4

(204) 983-3212

Office of the Inspector General of the Canadian Security Intelligence Service
Sir Wilfrid Laurier Building
340 Laurier Avenue West
3rd Floor
Ottawa, Ontario
K1A 0P8

(613) 990-3270

Office of the Superintendent of Financial Institutions Canada
255 Albert Street
15th Floor
Ottawa, Ontario
K1A 0H2

(613) 990-7479

Pacific Pilotage Authority Canada
300 – 1199 West Hastings Street
Vancouver, British Columbia
V6E 4G9

(604) 666-6771

Patented Medicines Prices Review Board
Box L40, Suite 1400
Standard Life Centre
333 Laurier Avenue West
Ottawa, Ontario
K1A 1C1

(613) 954-8299

Pension Appeals Board
381 Kent Street, Room 327
C.P. 8567, Postal Terminal
Ottawa, Ontario
K1G 3H9

(613) 995-0612

Petroleum Monitoring Agency Canada
see Natural Resources Canada

Prairie Farm Rehabilitation Administration
see Agriculture and Agri-Food Canada

Privy Council Office
Blackburn Building
85 Sparks Street, Room 312
Ottawa, Ontario
K1A 0A3

(613) 957-5210

Procurement Review Board of Canada
see Canadian International Trade Tribunal

Public Service Commission of Canada
Esplanade Laurier, West Tower
300 Laurier Avenue West
Room 1954
Ottawa, Ontario
L1A 0M7

(613) 992-2425

Public Service Staff Relations Board
C.D. Howe Bldg, West Tower
240 Sparks Street, 6th Floor
Ottawa, Ontario
K1P 5V2

(613) 990-1757

Public Works Canada
see Public Works and Government Services Canada

Public Works and Government Services Canada
Phase III, 17A1
Place du Portage
11 Laurier Street
Hull, Québec
K1A 0H2

(819) 956-1816

RCMP External Review Committee
60 Queen Street, Room 513
P.O. Box 1159, Station B
Ottawa, Ontario
K1P 5R2

(613) 990-1860

RCMP Public Complaints Commission
P.O. Box 3423
Station D
Ottawa, Ontario
K1P 6L4

(613) 952-1302

Regional Development Incentives Board
see Industry Canada

Revenue Canada
14th Floor
Albion Executive Tower
25 Nicholas Street
Ottawa, Ontario
K1A 0L5

(613) 957-8819

Revenue Canada Customs and Excise
see Revenue Canada

Revenue Canada Taxation
see Revenue Canada

Royal Canadian Mint
320 Sussex Drive
Room 230
Ottawa, Ontario
K1A 0G8

(613) 993-2711

Royal Canadian Mounted Police
1200 Vanier Parkway
Ottawa, Ontario
K1A 0R2

(613) 993-6978

Seaway International Bridge Corporation Ltd
see The St. Lawrence Seaway Authority

Security Intelligence Review Committee
Jackson Building
122 Bank Street, 4th Floor
P.O. Box 2430, Station D
Ottawa, Ontario
K1P 5W5

(613) 990-8052

Social Sciences and Humanities Research Council of Canada
Constitution Square, Tower 2
350 Albert Street
P.O. Box 1610
Ottawa, Ontario
K1P 6G4

(613) 992-0562

Solicitor General Canada – Ministry Secretariat
Sir Wilfrid Laurier Bldg.
340 Laurier Avenue West
1st floor
Ottawa, Ontario
K1A 0P8

(613) 991-2929

St. Lawrence Seaway Authority
Constitution Square
360 Albert Street, 14th Floor
Ottawa, Ontario
K1R 7X7

(613) 598-4605

Standards Council of Canada
45 O'Connor Street
Suite 1200
Ottawa, Ontario
K1P 6N7

(613) 238-3222

Statistics Canada
R.H. Coats Bldg., 25th floor
Station B
Tunney's Pasture
Ottawa, Ontario
K1A 0T6

(613) 951-9349

Status of Women Canada
360 Albert Street, Suite 700
Ottawa, Ontario
K1A 1C3

(613) 995-4008

Statute Revision Commission Canada
see Department of Justice Canada

Supply and Services Canada
see Public Works and Government Services Canada

Transport Canada
Place de Ville, Tower C
330 Sparks Street, 26th floor
Ottawa, Ontario
K1A 0N5

(613) 993-6162

Transportation Safety Board of Canada
Place du Centre
200 Promenade du Portage
4th Floor
Hull, Québec
K1A 1K8

(613) 994-8021

Treasury Board of Canada Secretariat
Esplanade Laurier, East Tower
140 O'Connor Street
9th Floor
Ottawa, Ontario
K1A 0R5

(613) 993-5215

Veterans Affairs Canada
Dominion Building
97 Queen Street, Room 205
P.O. Box 7700
Charlottetown, Prince Edward Island
C1A 8M9

(902) 566-8609

Veterans Appeal Board Canada
see Veterans Affairs Canada

Western Economic Diversification Canada
200 Kent Street, 8th Floor
P.O. Box 2128, Station D
Ottawa, Ontario
K1P 5W3

(613) 952-9390

Yukon Territory Water Board
4114 – 4th Avenue, Suite 200
Whitehorse, Yukon
Y1A 4N7

(403) 667-3980

Standard Bank Descriptions

Attendance and Leave
Description: This bank contains absence reports and leave applications, as well as physicians' certificates associated with sick leave, all of which include the individual's social insurance number and correspondence about attendance and leave. While the social insurance number is included on these forms to verify the correct identity of individuals, provision of the SIN by data subjects is not mandatory. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems. ***Class of Individuals:*** Employees of the institution. ***Purpose:*** The purpose of this bank is to support administration of employee attendance and leave within government departments and agencies. ***Consistent Uses:*** To record attendance and authorize leave. To support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism. ***Retention and Disposal Standards:*** Two years after expiry of fiscal year, after which period the records are destroyed. ***Bank Number:*** PSE 903

Conflict of Interest and Post-Employment Code
Description: This bank contains (1) Employee Certification Documents indicating that an employee has read and understood the Code of the Public Service and agrees to observe the Code as a condition of employment and indicating whether or not an employee has assets or liabilities identified in sections 21 and 22, participates in activities specified in section 26 of the Code of the Public Service; (2) Confidential Reports of assets, liabilities and participation in outside activities subject to confidential reporting in accordance with the Conflict of Interest and Post-Employment Code for the Public Service; and (3) investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of an employee and the employee's official duties and responsibilities. ***Class of Individuals:*** Employees of government institutions. ***Purpose:*** The purpose of this bank is to maintain information (1) as to whether an employee has read and understood the Code of the Public Service and agreed to observe it as a condition of employment; (2) about potential and actual conflict of interest situations for employees of a government institution; (3) to record potential conflicts of interest; and (4) to record any post-employment compliance action required of the employee, including decisions reducing the limitation period. ***Consistent Uses:*** To resolve situations of potential and actual conflicts of interest and to support decisions on transfers, discipline and termination of employment if conflict of interest exists. To enable designated officials to determine whether a former public servant to whom post-employment compliance measures apply is in compliance. This impacts on a current public officer's ability to deal with the former public servant. ***Retention and Disposal Standards:*** Records are retained by the employing institution to which the Certification Document and Confidential Report were submitted for the duration of employment plus two years, after which the records are destroyed. ***Bank Number:*** PSE 915

Discipline
Description: This bank contains notices of disciplinary action and correspondence about employee misconduct; testimony by witnesses; legal opinions; investigations of possible misconduct and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record. ***Class of Individuals:*** Employees of the institution. ***Purpose:*** The purpose of this bank is to maintain information used in disciplinary actions in government institutions and to determine the need for and nature of disciplinary actions. ***Consistent Uses:*** To support decisions on pay and benefits; attendance and leave; transfer, demotion and termination of employment. ***Retention and Disposal Standards:*** For correspondence regarding investigations, testimony by witnesses and legal opinions – five years for cases where the employee was found guilty of misconduct and three years for cases where the employee was found not guilty. For notices of disciplinary action, including notices attached to the Employee Personnel Record, the time limit is that specified in applicable collective agreements or, where no such agreement exists, three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. ***Bank Number:*** PSE 911

Employee Assistance
Description: This bank contains information treated in a confidential fashion that is relative to an employee's involvement in an Employee Assistance Program (EAP); notice of voluntary or mandatory (supervisory work-performance related) referral; records of reference to, or reports and correspondence from a health professional or rehabilitation agency; and only non-medical interpretations concerning an employee's work capability or limitations. All personal medical data shall be maintained in a medical protected status under the control of the Medical Services Branch, National Health and Welfare. Records relating to work performance deficiencies, absenteeism and disciplinary matters are to be held in the appropriate institutional personal information bank and not held with EAP files. ***Class of Individuals:*** Employees of the institution. ***Purpose:*** The purpose of this bank is to record information necessary for the administration of the Employee Assistance Program. To determine the need for employee assistance counselling, referrals for medical

evaluations and participation in rehabilitation programs. ***Consistent Uses:*** To support decisions regarding employee assistance measures. ***Retention and Disposal Standards:*** Two years following the date of the most recent reference to employee assistance, after which the records are destroyed. ***Bank Number:*** PSE 916

Employee Personnel Record
Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are coordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career resumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, layoffs and tenure; classification, including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included where applicable is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above. ***Class of Individuals:*** Employees of the institution. ***Purpose:*** To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation. ***Consistent Uses:*** To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as to verify employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes. ***Retention and Disposal Standards:*** Retained by the current employing institution for the duration of employment plus one year, and then transferred to the control of National Archives. The information is destroyed when the individual reaches the age of 80, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the National Archivist of Canada to be of historical interest or archival value, are retained permanently by the National Archives of Canada. ***Bank Number:*** PSE 901

Employment Equity Program
Description: The bank contains personal information on employees such as education, work history and career aspirations, and training and development, which is collected by means of questionnaires and/or interviews or compiled from employees' files or automated data systems. The information is collected on a voluntary basis, and respondents are asked to identify whether they are male or female, whether they are an aboriginal person, and whether they have a disability or are a member of a visible minority group. The social insurance number or an employee number may be used to identify employees in instances where government institutions are not able to employ an anonymous questionnaire, as well as when these identifiers are required to locate employee records. ***Class of Individuals:*** Employees of the institution. ***Purpose:*** This bank provides documentation for the implementation of the employment equity policy in government institutions falling under the Public Service Staff Relations Act, Part I, Schedule I. Data are collected to provide a comprehensive picture of employees by sex and by target group status (e.g., women, aboriginal peoples, persons with disabilities and members of visible minority groups). This information is used to compile a personnel profile of employees and to compare the situation of target group members with non-target group members within a government institution and with their counterparts in the general labour market. The social insurance number or employee number may be used to link information in this bank with that in another bank containing employee information (e.g., the Personnel Management Information System) in order to obtain statistical information, where the securing of such

information would be consistent with the uses for which the personal information was collected. Self-identification information may be obtained from the departmental banks on Staffing (PSE 902). ***Consistent Uses:*** The department may collect data for statistical purposes, for purposes relating to individuals, or for both. Personal data are released to the Employment Equity Target Group Data Bank (TBS PCE 706) for statistical purposes only. The information gathered will be used for institutional purposes in the government's employment equity program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that target groups participate in and are equitably represented in the federal public service. It may also be used for policy and planning purposes related to employment equity. ***Retention and Disposal Standards:*** The disposal criteria for this bank are to be established. Records are retained for two years after most recent administrative action. ***Bank Number:*** PSE 918

Grievances
Description: This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances, and correspondence about grievances. ***Class of Individuals:*** Employees of the institution. ***Purpose:*** The purpose of this bank is to record information used in the grievance process through all levels up to the Public Service Staff Relations Board. ***Consistent Uses:*** Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process, up to referral to the Public Service Staff Relations Board. ***Retention and Disposal Standards:*** Three years following date of resolution or date of decision by the Public Service Staff Relations Board the records are destroyed. ***Bank Number:*** PSE 910

Harassment
Description: This bank contains letters of complaint regarding incidents of harassment; records of interviews both with complainants and alleged harassers; records of interviews with witnesses to incidents; summations of management investigations and analyses of events and records of decisions taken about particular incidents. Such information must be retained as a separate record and not placed on the complainant's Employee Personnel Record. When a disciplinary action results from an investigation, information may be transferred to the Discipline Bank. ***Class of Individuals:*** Employees of the institution. ***Purpose:*** The purpose of this bank is to record information necessary for dealing with complaints of personal harassment at the workplace, to make decisions in specific instances on whether or not personal harassment is occurring, and when this is the case to determine the appropriate action, including disciplinary action, to be taken to end a harassment situation. ***Consistent Uses:*** To support decisions on transfer and discipline of employees and to ensure fairness in the harassment investigation process, information concerning the findings and recommendations resulting from the investigation of a complaint of harassment may be disclosed to the complainant as well as the person(s) against whom the complaint was lodged. Any disciplinary and administrative action taken against the individual as a result of a founded complaint may also be disclosed to the complainant. ***Retention and Disposal Standards:*** Records are destroyed two years after the most recent administrative activity in relation to an individual case. ***Bank Number:*** PSE 919

Identification and Building-Pass Cards
Description: This bank contains photographs, identification forms and correspondence related to the issuance of identification and building-pass cards. ***Class of Individuals:*** Employees of the institution. ***Purpose:*** The purpose of this bank is to maintain information relating to the issuance of identification and building-pass cards. ***Consistent Uses:*** To issue identification and building-pass cards. ***Retention and Disposal Standards:*** Records are destroyed two years after expiry of identification and building-pass cards. ***Bank Number:*** PSE 917

Incentive Awards
Description: The bank includes information on public servants who have been nominated for awards under the federal government's Incentive Awards Plan. Such information may include curricula vitae, narratives in support of meritorious contributions related to their duties or practised suggestions for improvement of public service operations and completed recommendation reports concerning either the Merit Award or the Suggestion Award. ***Class of Individuals:*** Public servants who have been nominated for awards under the federal government's Incentive Awards Plan. ***Purpose:*** To identify individuals who have been nominated for awards under the federal government's Incentive Awards Plan. ***Consistent Uses:*** The information in this bank is used to establish precedents for awards and to provide an audit trail for the disbursements of funds. ***Retention and Disposal Standards:*** Operational files are kept for a minimum of two years then destroyed; financial files for six years then destroyed; and precedent setting files for 15 years then destroyed. ***Bank Number:*** PSE 920

Occupational Safety and Health
Description: The bank contains accident and occupational injury or illness investigation reports, related correspondence and copies of the supervisor's Accident Investigation Report, which are retained by institutions in the appropriate responsibility centre. First Aid Treatment records are also retained by the institution in accordance with Treasury Board policy. Records, including medical documents about individuals; claims for compensation; related correspondence and records of monies paid are held by Labour Canada. Records of occupational health evaluations and all personal medical data are retained by the Medical Services Branch, Health and Welfare

Canada under medical confidential status. Records concerning the occurrence, investigation and settlement of vehicle accidents are retained in Standard Bank PSE 908. ***Class of Individuals:*** Employees of the institution. ***Purpose:*** The purpose of this bank is to provide documentation for the administration of occupational safety and health programs in government institutions, including accident prevention, health protection and authorization of leave and benefits associated with work-related injury or illness. Safety and health details and causes of accidents/injuries for accident prevention and health protection purposes are also recorded to support the effective administration of each institution's safety and health program. ***Consistent Uses:*** To support decisions relating to worker's compensation and injury-on-duty leave; to act as a means of preventing injuries and illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work; to establish that individuals subject to certain identified occupational risks are able to continue working without detriment to their health or safety or to that of others; and to establish the conditions under which certain individuals with identified illnesses or disabilities are able to continue to work under controlled conditions. ***Retention and Disposal Standards:*** Five years for first aid treatment records; two years for accident and occupational injury or illness investigation reports, including related correspondence and the supervisor's Accident Investigation Report, or ten years for those specifically identified reports, after which the records are destroyed. Records held by Labour Canada and Health and Welfare Canada are retained for the periods specified in the relevant bank descriptions. ***Bank Number:*** PSE 907

Official Languages
Description: This bank contains course enrolment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also contain duplicate input forms for the Official Languages Information System (OLIS) and the Language Training Module (LTM). Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat. ***Class of Individuals:*** Employees of the institution. ***Purpose:*** The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal public service, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees. ***Consistent Uses:*** To support and document decisions concerning individual employees on staffing, entitlement to bilingual bonus, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs. ***Retention and Disposal Standards:*** Two years after last documentation the records are destroyed. ***Bank Number:*** PSE 906

Parking
Description: This bank contains permit applications and correspondence about parking of motor vehicles on government-owned or leased property. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank while records of parking violations are maintained by the RCMP. ***Class of Individuals:*** Employees of the institution. ***Purpose:*** The purpose of this bank is to maintain information for the administration of parking privileges. ***Consistent Uses:*** To issue parking permits. ***Retention and Disposal Standards:*** Records are destroyed two years after the permit expires. ***Bank Number:*** PSE 914

Pay and Benefits
Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.) ***Class of Individuals:*** Employees of the institution. ***Purpose:*** The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances. ***Consistent Uses:*** To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the Garnishment, Attachment and Pension Diversion Act. ***Retention and Disposal Standards:*** Records are destroyed two years after expiry of fiscal year, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force. ***Bank Number:*** PSE 904

Performance Reviews and Employee Appraisals
Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests. ***Class of Individuals:*** Employees of the institution. ***Purpose:*** The purpose of this bank is to

maintain information regarding the level of performance on individual employees within government institutions and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation. ***Consistent Uses:*** To support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment. ***Retention and Disposal Standards:*** Records are retained for five years for all employees and then destroyed. ***Bank Number:*** PSE 912

Reliability Checks
Description: This bank contains information gathered by government institutions in conducting reliability checks on individuals working or applying for work with the institution by way of appointment, assignment or contract in accordance with the Security Policy of the Government of Canada. The bank includes certification data of educational and professional qualifications, employment, criminal records and, where required, credit data, as well as other personal information. ***Class of Individuals:*** Individuals working or applying for work with the federal government by way of appointment, assignment or contract. ***Purpose:*** To confirm identity and determine whether individuals can be trusted to carry out their tasks reliably and honestly. ***Consistent Uses:*** To support decisions on transfers, promotions, discipline and termination of employment. ***Retention and Disposal Standards:*** The information in this bank is destroyed two years after an employee leaves the institution for which the check was done. ***Bank Number:*** PSE 921

Security Clearances
Description: This bank contains completed personal histories; summaries of Canadian Security Intelligence Service (CSIS) (previously, RCMP Security Service) investigations; fingerprint cards; criminal histories; social insurance number; security briefings and correspondence related to the security clearances of individuals working or applying for work with the federal government by way of appointment, assignment or contract. Notation of level of clearance may be attached to the Employee Personnel Record. Details of CSIS investigations are maintained in a CSIS bank. ***Class of Individuals:*** Individuals working or applying for work with the federal government by way of appointment, assignment or contract. ***Purpose:*** The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for individuals working or applying for work with the federal government by way of appointment, assignment or contract whose position requires a security classification; to determine the level of security clearance; and to provide information for the administration of government security measures. In making decisions on levels of clearance, institutions may refer only to the information contained in this bank and not to investigative information contained in the CSIS bank. ***Consistent Uses:*** To support decisions on transfers, promotions, discipline, and termination of employment. ***Retention and Disposal Standards:*** Two years after an employee leaves the institution for which the clearance was done, after which the records are destroyed. ***Bank Number:*** PSE 909

Staffing
Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education level, social insurance number and voluntary self-identification data relating to employment equity. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record). ***Class of Individuals:*** Employees of the institution. ***Purpose:*** The bank provides a record of the information used in staffing positions in a government institution. It is also a source of data for employment equity programs and services. ***Consistent Uses:*** To select candidates, staff positions and process appeals for appointments and promotions. Voluntary self-identification information relating to employment equity programs and services may be linked with data contained in other banks where the securing of this information is consistent with the uses for which the personal information was collected. On request, information may be provided to a participant in a selection action in accordance with the Public Service Commission (PSC) policy on Disclosure of Information Following a Selection Action to explain the reasons for the selection decision. Access procedures: Competition number, where applicable, should be quoted. ***Retention and Disposal Standards:*** Records are retained for two years after the eligible list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed. ***Bank Number:*** PSE 902

Training and Development
Description: This bank contains personal data including course applications and evaluations; social insurance number; employment equity target group status; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities sponsored by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank. ***Class of Individuals:*** Employees of the institution. ***Purpose:*** The purpose of this bank is to

provide documentation for the administration of training and development programs, including those related to employment equity, within government institutions. ***Consistent Uses:*** To approve and register the participation of employees in training and development activities and to certify the achievements of employees. To link voluntary self-identification data to information contained in other banks for the purpose of implementing and evaluating government policies relating to employment equity programs. ***Retention and Disposal Standards:*** Records are destroyed two years after completion of the particular training and development undertaken by an employee. ***Bank Number:*** PSE 905

Travel and Relocation
Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees. ***Class of Individuals:*** Employees of the institution. ***Purpose:*** The purpose of this bank is to maintain information regarding travel, relocation and postings of government employees. ***Consistent Uses:*** To administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims. ***Retention and Disposal Standards:*** Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled. ***Bank Number:*** PSE 913

Vehicle, Ship, Boat and Aircraft Accidents
Description: This bank contains reports on accidents; claims of damages; legal decisions; settlement transactions and correspondence concerning accidents involving government-owned and leased vehicles, ships, boats and aircraft as well as privately-owned vehicles, ships, boats and aircraft used on official business. Records concerning occupational health and safety, as well as authorization of leave and benefits associated with work-related injury or illness are retained in Standard Bank PSE 907. ***Class of Individuals:*** Employees of the institution. ***Purpose:*** The purpose of this bank is to maintain information regarding vehicle, ship, boat and aircraft accidents involving employees of a government institution. ***Consistent Uses:*** To determine liability for such accidents and to approve damage settlements. ***Retention and Disposal Standards:*** Two years after the settlement of individual claims, after which the records are destroyed. ***Bank Number:*** PSE 908

Workplace Day Care
Description: This standard bank contains information collected from employee surveys conducted by departments for the purpose of estimating employee demand for workplace day care and from workplace day care centre records for evaluating the workplace day care policy. Such information may include employee or user personal data, data on their children, anticipated demand for day care and probability and reasons for enroling a child in a department-sponsored workplace day care centre. ***Class of Individuals:*** All federal employees included in Schedule 1, Part 1 of the Public Service Staff Relations Act. ***Purpose:*** The bank is to be used to determine whether sufficient employer interest and demand exist to merit further consideration (viability study) by the department of the possibility of establishing a workplace day care centre. It will be used to determine the level of ongoing federal rental support for the workplace day care centre. It will also be used for the purposes of evaluating the day care centre policy. ***Consistent Uses:*** The information in this bank will be used for administrative and statistical purposes associated with the establishment of a day care centre. It will also be used for the evaluation and monitoring of the federal public service workplace day care policy. The information may be disclosed to Treasury Board, the department, an authorized committee of the department, a custodian department and the Board of Directors of the Day Care Centre. Together with the linked information from the files identified below, this information will form the basis for tabulations of the extent and type of employee day care users. ***Retention and Disposal Standards:*** The retention and disposal period for this bank is yet to be established. ***Bank Number:*** PSE 930

Agriculture and Agri-Food Canada
Chapter 1

Particular Banks

Branch Management Information System (BMIS)
Description: This bank contains personal information on all employees of the Market and Industry Services Branch (MISB). ***Class of Individuals:*** MISB employees. ***Purpose:*** This bank is used to collect personal information on MISB employees for personnel purposes. ***Consistent Uses:*** This bank is to monitor Branch training and conferences and to provide data for statistical purposes to programs, such as official languages. Data is provided to decision-making heads, their designators, as well as staff involved in Personnel Management. No data is provided to outside sources. ***Retention and Disposal Standards:*** Files are retained for five years. ***Related to PR#:*** AAFC MIS 497 ***TBS Registration:*** 002942 ***Bank Number:*** AAFC PPE 824

Employee Personnel Record
Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; Personal Record Identifier (PRI); home address; citizenship; education, including transcripts, certificates and diplomas; non– government employment history; career resumes and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries, performance appraisals; may include language proficiency, leave and attendance records. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above. ***Class of Individuals:*** Departmental employees. ***Purpose:*** To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation. ***Consistent Uses:*** To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes. ***Retention and Disposal Standards:*** Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of National Archives of Canada. Should the employee move to another government department, the file is transferred as well. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the Dominion Archivist to be of historical interest or archival value, are retained permanently by the National Archives of Canada. ***PAC Number:*** 85-001 ***Related to PR#:*** AAFC HRB 860 ***TBS Registration:*** 000913 ***Bank Number:*** AAFC PPE 808

Employment Equity Program
Description: This bank contains information on employees; such as classification, branch, tenure, (status of employment, term etc.). Information is collected by means of a voluntary questionnaire. Respondents are asked whether they are male, female; whether they are of aboriginal descent; if they have disabilities; and if they are members of a visible minority. Name and Personal Record Identifier (PRI) are used as employee identifiers but are requested on a voluntary basis. ***Class of***

Individuals: Departmental employees ***Purpose:*** This bank provides documentation for the implementation of the employment equity policy in government institutions falling under the Public Service Staff Relations Act, Part 1, Schedule 1. Data is collected to provide a comprehensive picture of employees by sex and by designated group status (e.g. women, Aboriginals, persons with disabilities (physical or mental) and members of visible minority groups). The Personal Record Identifier (PRI) is used for the purpose of identification and to ensure consistency in administration in pay and benefits. Use of the PRI is required mandatory for this bank. ***Consistent Uses:*** The information gathered will be used for institutional purposes in the government's Employment Equity program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that designated groups participate in and are equitably represented and distributed in the Federal Public Service. It may also be used for training, development, policy and planning purposes related to Employment Equity. ***Retention and Disposal Standards:*** SOS performed on quarterly basis. ***PAC Number:*** 85-001 ***Related to PR#:*** AAFC HRB 860 ***TBS Registration:*** 003648 ***Bank Number:*** AAFC PPE 818

Executive Group Personnel Record
Description: This bank contains the PRI No., Name, Branch, Group and Level, Status, Status Start Date, Status end date, Region location, sex, language, appointment to level, appointment to position,, appointment to region, supervisor's name, orientation course, performance appraisals from appointment date at the Executive Group level to present. ***Class of Individuals:*** Members of the Executive Group in Agriculture and Agri-Food Canada. ***Purpose:*** To help in the staffing of Executive Group. ***Consistent Uses:*** To update and maintain staffing information on members of the Executive Group. ***Retention and Disposal Standards:*** Records are kept for a period of 2 years. ***PAC Number:*** 86-001 ***Related to PR#:*** AAFC HRB 860 ***TBS Registration:*** 002698 ***Bank Number:*** AAFC PPE 819

Expenditure Accounts – Departmental Employees
Description: This bank contains such records as claims, authorizations, expense reports, receipts, cheque requisitions, advances, correspondence and other supporting documents relating to expenses being reimbursed, fees being paid, claims being settled, and other payments. ***Class of Individuals:*** Employees of the Department claiming travel, relocation and hospitality expenses; course fees, membership fees; and other payments. ***Purpose:*** This bank is used for the payment of invoices and claims to employees of the Department claiming travel, relocation and hospitality expenses; course fees; membership fees; and other payments. The Social Insurance Number (SIN) is used for the purpose of identification and to ensure consistency in administration in pay and benefits. Provisions of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances. ***Consistent Uses:*** Records are also used for the issuance of statements of taxable benefits for income tax purposes. ***Retention and Disposal Standards:*** Records are retained for six years. ***PAC Number:*** 86-001 ***Related to PR#:*** AAFC CSB 914 ***TBS Registration:*** 002285 ***Bank Number:*** AAFC PPE 817

Financial Management Information System – AGRIFIN
Description: Financial information for the Department. This information is classified as to: responsibility (collator); authority (allotment); purpose (activity); project; line object (nature). Personal information (i.e. addresses, telephone numbers, age, sex, marital status, country of birth, citizenship, etc.) with the exception of employee name is not captured in AGRIFIN. For persons receiving taxable payments from the department, their Social Insurance Numbers (SIN) are captured and retained in AGRIFIN. ***Class of Individuals:*** Non Departmental employees. ***Purpose:*** The SIN is required for inclusion on the Tax Information slip and on the tax information file that the department is required to transmit to Revenue Canada. ***Consistent Uses:*** Refer to Purpose of the bank. ***Retention and Disposal Standards:*** Information remains on Agrifin and is rolled for year to year. When there is no further activity, the information is removed from the system. ***Related to PR#:*** AAFC CSB 852 ***TBS Registration:*** 002945 ***Bank Number:*** AAFC PPE 805

Garnishment
Description: The purpose of this bank is to provide documentation for garnishment proceedings for the administration of pay and benefits within the Department. ***Class of Individuals:*** Information is held on employees of the Department of Agriculture and Agri-Food against whom garnishment proceedings have been taken. ***Purpose:*** To enable execution of orders of garnishment attachment or diversion of funds in accordance with the Garnishment Attachment and Pension Diversion Act. ***Consistent Uses:*** This bank is also used to approve deductions from salary. ***Retention and Disposal Standards:*** Files are retained two years after debt is paid. If the employee moves to another department before the debt is paid, the file follows. If the employee moves to another department after the debt is paid, the file remains with the Department of Agriculture and Agri-Food and is destroyed after the two-year period. ***PAC Number:*** 86-001 ***Related to PR#:*** AAFC HRB 925 ***TBS Registration:*** 002048 ***Bank Number:*** AAFC PPE 807

Human Resource Information System (HRIS)
Description: This bank contains records relating to employees and positions. It includes staffing transactions, such as appointments, transfers, promotions and demotions; previous employment history, performance appraisals and assessments; periods of employment and other classifications such as geographical and organization location, position number, group level, title, salary, collective bargaining and official languages status. It also includes leave and overtime status as well as rating factor scores, a job summary and a linguistic profile on each position. Additional data

include appraisal results and addresses. The bank also contains data related to the employees leave transactions and overtime earned. Individuals seeking access to this bank should specify position title and employment location and dates. Individuals seeking access to computerized records that may exist on them must so specify. ***Class of Individuals:*** All employees and executives of Agriculture and Agri-Food Canada. ***Purpose:*** The purpose of this bank is to support the efficient management and utilization of human resources. The Personal Record Identifier (PRI) is used for the purpose of identification and to ensure consistency in administration in pay and benefits. Provisions of the PRI is mandatory for this bank, subject to exemption of some individuals under special circumstances. ***Consistent Uses:*** The records are used to facilitate such human resource management and employee development functions as career management and internal staffing (e.g., manpower inventory searches), human resource development, and personnel applied research (e.g., projecting attrition rates and making other labour supply and demand forecasts, human rights, employment equity). Data within the Human Resource Information System is shared with the departmental Security Information System and the Parking Administration System so that information in these two systems is kept current. This is done on a continuous basis. ***Retention and Disposal Standards:*** Computerized records are updated as required (usually daily from a SSC electronic transfer) or from on-line transactions by line managers. Data is retained for 5 years and then transferred to National Archives of Canada. ***PAC Number:*** 86-001 ***Related to PR#:*** AAFC HRB 920, 923, 925, 927 ***TBS Registration:*** 002284 ***Bank Number:*** AAFC PPE 814

Human Resource Inventory System
Description: This bank contains personal information on all employees of the Department's Market and Industry Services Branch. ***Class of Individuals:*** Employees of the Department's Market and Industry Services Branch. ***Purpose:*** Information was collected for personnel purposes and to provide a data bank for the rest of the Branch Management Information System. ***Consistent Uses:*** To monitor Branch training, conferences and projects, and to provide data for statistical purposes to such programs as affirmative action, equal pay, and official languages. Data is provided to decision-making heads, their designators, as well as staff involved in Personnel Management. No data is provided to outside sources. ***Retention and Disposal Standards:*** Information is retained for two years after an employee leaves the Market and Industry Services Branch, and is then transferred to National Archives of Canada. ***PAC Number:*** 86-001 ***Related to PR#:*** AAFC HRB 860, 921 ***TBS Registration:*** 002095 ***Bank Number:*** AAFC PPE 812

Human Resources Inventory – International Assignments – Employee
Description: Contains personal data, education, areas of expertise, work experience, international involvement and language skills of individual applicants on DBase III software and hard copy. ***Class of Individuals:*** Agriculture and Agri-Food Canada employees. ***Purpose:*** To establish and maintain a current inventory of departmental personnel interested in fixed term assignments outside Canada with either bilateral or multilateral organizations including projects executed by Agriculture and Agri-Food Canada. ***Consistent Uses:*** Conduct searches for qualified departmental candidates for identified positions. Information is shared on an inter-branch, inter-departmental, inter– governmental and/or international level, provided consent is received from all parties involved. ***Retention and Disposal Standards:*** Records are kept for a period of 2 years. ***Related to PR#:*** AAFC MIS 492 ***TBS Registration:*** 002702 ***Bank Number:*** AAFC PPE 823

Interdepartmental Assignments
Description: This bank contains information on employees on assignment in other departments such as names, curriculum vitaes, assignment agreements, approval of agreements. ***Class of Individuals:*** Employees on assignments with Agriculture and Agri-Food Canada and other Departments. ***Purpose:*** To monitor and to ensure that all facts on the agreement are respected. ***Consistent Uses:*** The information is used for information purposes, for statistical purposes and for human resources planning. ***Retention and Disposal Standards:*** This information is kept for three years after completion of secondment agreement. ***PAC Number:*** 86-001 ***Related to PR#:*** AAFC HRB 927 ***TBS Registration:*** 002699 ***Bank Number:*** AAFC PPE 821

Internal Investigations
Description: This bank contains investigative reports and correspondence between departmental officials with respect to the confirmation or refutation of allegations against employees. ***Class of Individuals:*** Present or former employees of the Food Production and Inspection Branch. ***Purpose:*** To record all information concerning alleged or suspected misconduct arising from involvement in violations of Agriculture and Agri-Food Canada Acts and Regulations or other laws which could adversely affect the Department. ***Consistent Uses:*** To determine an appropriate course of action, including disciplinary measures or prosecution. ***Retention and Disposal Standards:*** Records are destroyed five years after the case is closed. ***PAC Number:*** 86-001 ***Related to PR#:*** AAFC HRB 860 ***TBS Registration:*** 002094 ***Bank Number:*** AAFC PPE 811

International Agricultural Projects
Description: This bank contains information on the goals, objectives and milestones of overseas projects carried out by Agriculture and Agri-Food Canada, and the names and work locations of individuals involved. ***Class of Individuals:*** Department of Agriculture and Agri-Food employees engaged in CIDA projects. ***Purpose:*** To provide a current inventory of International Programs personnel involved in current projects. ***Consistent Uses:*** The bank is used to relocate human resources and to evaluate the progress of projects. ***Retention and Disposal Standards:*** Files are retained

for the duration of employment plus one year. ***PAC Number:*** 86-001 ***Related to PR#:*** AAFC MIS 492 ***TBS Registration:*** 001857 ***Bank Number:*** AAFC PPE 806

Managerial Profile
Description: Collection of data on the knowledge factors and identification of the aggregate difference between the management abilities of an individual and the profile. ***Class of Individuals:*** All employees of Agriculture and Agri-Food Canada occupying positions from EX minus 2 to top of Executive Group. ***Purpose:*** The purpose of identifying this difference, described above, is to provide managers, at all levels, with greater opportunities to grow, professionally and personally, by focusing their training and development on specific abilities. ***Consistent Uses:*** Same as for 'Purpose'. ***Retention and Disposal Standards:*** Minimum retention of 5 years as per authority. ***PAC Number:*** 86-001 ***Related to PR#:*** AAFC HRB 860 ***TBS Registration:*** 002946 ***Bank Number:*** AAFC PPE 820

Parking
Description: This bank contains permit applications and correspondence regarding parking of motor vehicles on government-owned or -leased property, medical information used in issuing preferred parking permits to the physically handicapped, and violations. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank. Records of parking violations are maintained by the RCMP. ***Class of Individuals:*** Employees of the institution. ***Purpose:*** The purpose of this bank is to maintain information for the administration and control of parking privileges. ***Consistent Uses:*** The information is also used to issue parking permits and control parking privileges. The departmental Parking Administration System is linked to the Human Resource Information System to keep information current and to update the Parking Administration System on a continuous basis. ***Retention and Disposal Standards:*** Records are destroyed two years after the permit expires, except for medical information which is retained in the employee's file. ***PAC Number:*** 85-001 ***Related to PR#:*** AAFC CSB 913 ***TBS Registration:*** 002283 ***Bank Number:*** AAFC PPE 816

Priority Placement System
Description: The content of the data base consists of 3 different screens. 1) Basic data which comprise of the first and last name of the priority employees priority type, reason for surplus, department, region, directorate, position number, first official language, sex, advisor name and phone number and if the employee has been offered and accepted the Early Retirement Incentive (ERI) or the Early Departure Incentive (EDI). 2) Marketing Fata which contains the start and end date of priority, their mobility, the work location, their availability for work, their second language, results and dates that they were tested their willingness to accept a lower level position, the possible group and level acceptable, the title of their actual position, their skill profile, their education and experience and their home and business telephone numbers. 3) Outcome (Managers cannot access this screen, it can only be accessed by the HRB unit for statistical purposes.) This screen contains information on employees who have accepted positions, who have resigned from the Public Service, laid-off and entail details such as whether they are salary protected, whether they have been retrained and at what cost. Information on employees paid out benefit such as pay in view, separation benefits, turnkey payments and retention payments. ***Class of Individuals:*** Priority employees. ***Purpose:*** To market our employees who have been put on priority for other suitable employment. ***Consistent Uses:*** There will be no other use of this information. ***Retention and Disposal Standards:*** Two years after the last administrative use. ***PAC Number:*** 78-001 ***Related to PR#:*** AAFC HRB 920 ***TBS Registration:*** 003320 ***Bank Number:*** AAFC PPE 800

Reliability Checks
Description: The bank contains such information as Canadian Police Information Centre (CPIC) checks and, if applicable, civil fingerprint forms, investigative reports and criminal records. ***Class of Individuals:*** Prospective and existing Agriculture and Agri-Food Canada employees who do not have a security clearance, but who require reliability checks because of their ready access to sensitive information or valuable assets. ***Purpose:*** To help ensure that prospective and existing Agriculture and Agri-Food Canada employees who are subject to the reliability check meet the standards of reliability and trustworthiness required by their duties or tasks. ***Consistent Uses:*** The records are used to help determine an individual's reliability. Identifying information is disclosed to the RCMP, in order to determine whether individuals have criminal records. ***Retention and Disposal Standards:*** Records are retained for two years after last administrative use (which is usually upon transfer, promotion or termination of employment) and then destroyed. If notified that a pardon has been granted, the Department destroys the criminal record in question or any reference thereto immediately. ***Related to PR#:*** AAFC HRB 860 ***TBS Registration:*** 002099 ***Bank Number:*** AAFC PPE 813

Request for Transfer File
Description: The bank contains transfer requests from individuals from within Agriculture and outside departments. Records may contain personal résumés. Performance appraisals may also be included. ***Class of Individuals:*** Employees of Agriculture and Agri-Food Canada and outside departments. ***Purpose:*** To provide a record of information used in staffing positions in a government institution. ***Consistent Uses:*** To select possible candidates to staff positions on a transfer basis within Agriculture and Agri-Food Canada. ***Retention and Disposal Standards:*** Records are kept for a period of 2 years. ***PAC Number:*** 86-001 ***Related to PR#:*** AAFC HRB 860 ***TBS Registration:*** 002701 ***Bank Number:*** AAFC PPE 822

Research Skills Inventory
Description: The bank contains personal information on employees such as: name, PRI, classification, first official language, professional skills and retirement data. ***Class of Individuals:*** Research Branch Scientific and

Professional Category employees. ***Purpose:*** To be used for human resources planning purposes. This inventory serves to establish the Branch's actual scientific and professional population and to forecast the future needs/demand. ***Consistent Uses:*** To plan future demand for scientific and professional personnel. ***Retention and Disposal Standards:*** The bank is to be updated annually. Records are kept for a period of five years. ***PAC Number:*** 86-001 ***Related to PR#:*** AAFC HRB 921 ***TBS Registration:*** 002700 ***Bank Number:*** AAFC PPE 803

Security Clearances
Description: This bank contains completed personal histories; summaries of Canadian Security Intelligence Services (CSIS) previously RCMP Security Services) investigations; fingerprint cards; criminal histories; security briefings and correspondence related to the security clearances of individuals working or applying for work with the federal government by way of appointment, assignment or contract. Notation of level of clearance may be attached to the employee Personnel Record. Details of CSIS investigations are maintained in a CSIS personal information bank. ***Class of Individuals:*** Individuals working or applying for work with Agriculture and Agri-Food Canada by way of appointment, assignment or contract. ***Purpose:*** The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for individuals working or applying for work with Agriculture and Agri-Food Canada by way of appointment, assignment or contract whose position requires a security classification; to determine the level of security clearance; and to provide information for the administration of government security measures. In making decisions on levels of clearance, Agriculture and Agri-Food Canada may refer only to the information contained in this bank and not to investigate information contained in the CSIS bank. ***Consistent Uses:*** To support decisions on transfers, promotions, discipline and termination of employment. The departmental Security Information System is linked to the Human Resources Information System to obtain current information on employees and to update the Security Information System on a continuous basis. ***Retention and Disposal Standards:*** Two years after an employee leaves Agriculture and Agri-Food Canada after which the records are destroyed. ***Related to PR#:*** AAFC CSB 852 ***TBS Registration:*** 002943 ***Bank Number:*** AAFC PPE 826

Small Farm Development Program
Description: The bank contains employees' names and identification numbers, dates and locations of visits, counselling topics and percentage allocation of time. ***Class of Individuals:*** Agriculture and Agri-Food Canada employees. ***Purpose:*** To maintain a record of how federal department employees who are seconded to provinces, apportion their time among various counselling topics. ***Consistent Uses:*** To record employees' time when providing management assistance to small– scale family farmers. ***Retention and Disposal Standards:*** These files are retained for 10 years. ***PAC Number:*** 72-003 ***TBS Registration:*** 000909 ***Bank Number:*** AAFC PPE 801

Telecommunication
Description: This bank contains all or part of the following information about telecommunication equipment and services installed or available for use at departmental offices including details of long distance calls placed from a departmental telephone, lists of employees assigned government authorization codes allowing access to the Government Intercity Network and the cost associated with the equipment and use of these services. It may include call detail recording information for all local and/or long distance calls placed from departmental telephones. The information could consist of the originating number or extension, the number dialled, the location dialled, the date and time the call started and ended, the duration of the call, the route taken and cost. The above information is also available for long distance calls using government authorization codes. Telephone numbers dialled may include any telephone which is accessible locally or through the government intercity network, the commercial long distance service an other dedicated departmental networks. Since many telephone numbers or extensions are identifies with specific employees, the call patterns and numbers dialled may reveal information about a specific departmental employee. ***Class of Individuals:*** Employees of the Department. ***Purpose:*** This bank is compiled to facilitate telecommunication management. The call detail recording information is collected to provide a basis to calculate and charge the actual cost of services to departmental organizations. It also provides managers of organizational units with information to monitor the use of services and their related costs. ***Consistent Uses:*** This information is used for day-to-day telecommunication management, allocating actual costs based on utilization of services and to provide information on employees usage of the services to their respective departmental manager. ***Retention and Disposal Standards:*** These records are retained for two years except for the information on financial transactions is kept for six years. ***Related to PR#:*** AAFC CSB 852 ***TBS Registration:*** 003319 ***Bank Number:*** AAFC PPE 827

Training and Development
Description: This bank contains personal data including course applications and evaluations; social insurance number; records of certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank. ***Class of Individuals:*** Employees of the institution. ***Purpose:*** To provide documentation for the administration of training and

development programs within government institutions. The Social Insurance Number (SIN) is used for the purpose of identification and to ensure consistency in administration in pay and benefits. Provisions of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances. ***Consistent Uses:*** To approve and register the participation of employees in training and development activities and to certify the achievements of employees. ***Retention and Disposal Standards:*** Records are destroyed two years after completion of the particular training and development undertaken by an employee. ***PAC Number:*** 85-001 ***Related to PR#:*** AAFC HRB 927 ***TBS Registration:*** 000917 ***Bank Number:*** AAFC PPE 810

Travel and Relocation
Description: This bank contains authorized requests for departmental credit cards and individual credit cards, foreign travel, relocations, advances, claims, travel arrangements and itineraries, information on passports and visas and correspondence concerning travel and relocation of employees. ***Class of Individuals:*** Employees of the institution. ***Purpose:*** The purpose of this bank is to obtain authorization at the corporate level (required by policy) regarding credit cards, travel and relocation, and to obtain passports and visas for employees travelling overseas. ***Consistent Uses:*** The information is also used to administer the travel and relocation functions with respect to their approval and to issue credit cards, passports and visas. ***Retention and Disposal Standards:*** Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled except for credit cards, which are retained until the expiry date. ***PAC Number:*** 85-001 ***Related to PR#:*** AAFC CSB 852 ***TBS Registration:*** 002282 ***Bank Number:*** AAFC PPE 815

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Grievances

Harassment

Identification and Building-Pass Cards

Incentive Awards

Occupational Safety and Health

Official Languages

Pay and Benefits

Performance Reviews and Employee Appraisals

Security Clearances

Vehicle, Ship, Boat and Aircraft Accidents

Atlantic Canada Opportunities Agency

Chapter 2

Particular Banks

Attendance and Leave
Description: This bank contains information on all approved leave requests as well as on monthly attendance reports and notes including physical certificate forms justifying absences. ***Class of Individuals:*** The information held in this bank relates to Agency employees. ***Purpose:*** Information is obtained for the administration of employee attendance and leave. It is also used in the verification of absences against leave credits, and of salary payments against attendance reports. It is used to record leave on annual leave report forms as well as to evaluate the use of leave and rates of absenteeism. ***Retention and Disposal Standards:*** The records are destroyed two years after the end of the fiscal year. ***TBS Registration:*** 003380 ***Bank Number:*** ACO PPE 801

Incentive Awards
Description: This bank includes information on public servants who have been nominated for awards under the federal government's Incentive Awards Plan or any other departmental based employee awards programs. Such information may include curriculum vitae, narratives in support of meritorious contributions related to their duties or practical suggestions for improvement of Public Service operations. ***Class of Individuals:*** Information in this bank relates to all employees of the Public Service who have been nominated for awards under the Incentive Awards Plan or any other departmental based employee awards program. ***Purpose:*** The purpose of this bank is to identify individuals who have been nominated for awards under the federal government's Incentive Awards Plan or any other departmental Employee Awards Program. The information in this bank is used to establish precedents for awards and to provide an audit trail for the disbursements of funds. ***Retention and Disposal Standards:*** Operational files are kept for a minimum of two years then destroyed; financial files for six years then destroyed and precedent setting files for 25 years then destroyed (subject to National Archives approval). ***TBS Registration:*** 003379 ***Bank Number:*** ACO PPE 804

Performance Reviews and Employee Appraisals
Description: This bank contains information regarding the performance of individual employees in terms of skills, abilities, and accomplishments. ***Class of Individuals:*** Files contain copies of annual PREA reports which contain employee evaluations, summaries of performance reviews, career, training and development objectives. Information relates to all employees of the institution. ***Purpose:*** This bank is used to determine employees' annual salary rate and to collect statistical data. The bank is also used to determine training and development needs. ***Retention and Disposal Standards:*** Records are retained for five years for all employees and are then destroyed. ***TBS Registration:*** 003378 ***Bank Number:*** ACO PPE 803

Training and Development
Description: This bank contains personal data including course applications and evaluations; social insurance numbers; examination results and certificates; records of fee payments and correspondence related to participation of employees in training activities sponsored by both government and non-government organizations; record of approved courses for employees in annual training plans; departmental training records for in-house courses; information required for central agency reporting purposes including forms (training – expenditure, and training – human resource reports) detailing resources expended (financial and human) in the provision of training; individual records on employees who are on extended education leave, CAP and other special development programs. ***Class of Individuals:*** This information includes résumés, performance reviews, return of service undertaking agreements, and forms indicating management approval; inventory of training/authorization forms; inventory of CAP participants; inventory of interchange participants; inventory of educational/leave participants; and inventory of professional development leave participants. Information in this bank relates to employees of ACOA and other public servants who have either attended ACOA courses or who have acted as instructors in ACOA courses. ***Purpose:*** The purpose of this bank is to provide documentation for the administration of training and development programs within the Agency and to prepare files submitted to human resources committees for approval. The bank is also used by central agencies in the administration of TDIS, and development programs. The bank is also used to register employees on courses and maintain a record of courses taken, to enable follow-up concerning payment as well as to provide management and Treasury Board with information concerning employee training and planned training activities. ***Retention and Disposal Standards:*** Records are destroyed two years after completion of training and development undertaken by the employee. ***TBS Registration:*** 003381 ***Bank Number:*** ACO PPE 802

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Conflict of Interest and Post-Employment Code

Employee Assistance

Employee Personnel Record

Grievances

Official Languages

Pay and Benefits

Atlantic Pilotage Authority Canada

Chapter 3

Particular Banks

Register of Pilots
The purpose of this bank is to retain a register of certificates and qualifications required under the Pilotage Act. It contains information on physical characteristics; licences; certificates; and accidents of pilots. Files are retained indefinitely. ***Bank Number:*** APA PPE 801

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Employee Personnel Record

Occupational Safety and Health

Pay and Benefits

Atomic Energy Control Board
Chapter 4

Particular Banks

Advisory Committee Members
The AECB maintains two advisory committees whose members come from industry, universities and other institutions. The committees report to the President of the AECB. This bank contains correspondence relating to the recruiting of members, and may include names and details concerning present employment and experience. Records are retained for two years before being transferred to the National Archives of Canada. ***Bank Number:*** AEB PPE 801

AECB Inspectors: Certification Record
AECB staff may act as inspectors under the Regulations. Personal data of staff so designated remain in the individual's personal file, but correspondence relating simply to appointment is in a separate bank. The principal purpose of the bank is to provide an up-to-date status of appointments and it contains only names and subject area for inspection purposes. ***Bank Number:*** AEB PPE 803

Radiation Exposure Records: AECB Staff
The purpose of the bank is to maintain a record of doses received by AECB staff while carrying out their duties. Values are cumulated on a periodic basis. Records are retained indefinitely. ***Bank Number:*** AEB PPE 802

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Conflict of Interest and Post-Employment Code
Discipline
Employee Assistance
Employee Personnel Record
Grievances
Harassment
Identification and Building-Pass Cards
Occupational Safety and Health
Official Languages
Parking
Pay and Benefits
Performance Reviews and Employee Appraisals
Reliability Checks
Security Clearances
Staffing
Training and Development
Travel and Relocation
Vehicle, Ship, Boat and Aircraft Accidents

Bank of Canada
Chapter 5

Particular Banks

Access Cards
Description: This bank contains Access Card Authorization forms, names, photo images, security levels, employment status and employee identification numbers for the issuance of access cards, which are used to identify individuals authorized to be present on Bank premises. ***Class of Individuals:*** Bank of Canada employees; contractors; tenants. ***Purpose:*** The purpose of this bank is to maintain information relating to the issuance of access cards. ***Consistent Uses:*** To issue and control access cards. ***Retention and Disposal Standards:*** These records are kept for a period of two years after an individual leaves the Bank or two years after the last administrative use, then destroyed. ***TBS Registration:*** 003289 ***Bank Number:*** BOC PPE 818

Attendance and Leave
Description: This bank contains absence input forms and summary reports which include the employee identification number, leave applications, and correspondence related to attendance and leave. The annual summary of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form, as modules of institutional personnel databases, especially as time/attendance, leave control and absenteeism systems. ***Class of Individuals:*** Bank of Canada employees. ***Purpose:*** The purpose of this bank is to support the administration of employee attendance and leave. ***Consistent Uses:*** To record attendance and authorize leave, to support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate the use of leave and rates of absenteeism. ***Retention and Disposal***

Standards: Records are kept for a period of three years, then destroyed. ***TBS Registration:*** 002211 ***Bank Number:*** BOC PPE 821

Discipline
Description: This bank contains notices of disciplinary action and correspondence about employee misconduct, testimony by witnesses, legal opinions, investigations of possible misconduct, and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record. ***Class of Individuals:*** Bank of Canada employees. ***Purpose:*** The purpose of this bank is to maintain information used in disciplinary actions. ***Consistent Uses:*** To determine the need for and nature of disciplinary actions, and to support decisions on pay and benefits, attendance and leave, transfer, demotion and termination of employment. ***Retention and Disposal Standards:*** Records are kept for a period of five years following the date of disciplinary action, then destroyed. ***TBS Registration:*** 002219 ***Bank Number:*** BOC PPE 836

Employee Health Services
Description: This bank contains occupational health evaluations and all personal medical data including employee assistance records. Copies of Workers Compensation reports are also maintained in the employee health file. ***Class of Individuals:*** Bank of Canada employees. ***Purpose:*** The purpose of this bank is to maintain individual records on the health of employees, and to provide documentation for the administration of occupational health and certain benefit programs. ***Retention and Disposal Standards:*** Records are kept for a period of 20 years after the employee leaves the Bank, and a further 20 years for certain records relating to designated substances. ***TBS Registration:*** 002215 ***Bank Number:*** BOC PPE 830

Employee Personnel Record
Description: Information concerning personal characteristics, including age and sex;employee identification number; home address; citizenship; education, including transcripts, certificates and diplomas; employment history, curricula vitae and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, tenure; performance reviews and employee appraisals; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record may contain summary records of decisions relating to staffing, attendance and leave, pay and benefits, training and development, decisions concerning compensation and fitness for work, official languages, discipline, and level of security clearance. The major series of information concerning these topics is, however, found in other personal information banks described in this chapter. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above. Some of the above information exists in a computer-based system in order to generate reports on such topics as training, human resources inventory searches, attendance and leave and other related reports as required. ***Class of Individuals:*** Bank of Canada employees. ***Purpose:*** This bank provides a record of an individual's employment and is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In some of the above cases, the information in this bank is a summary which refers to other more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions are co-ordinated in the interests of both the individual and the employer. ***Consistent Uses:*** The main use of this bank is to provide documentation and authorization regarding appointments, transfers, promotions, demotions, termination of employment and superannuation. It is also used to authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance; as well as to verify employment references. ***Retention and Disposal Standards:*** After an employee leaves the Bank, the personnel record is kept until the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. Performance appraisals are kept on an employee's file for a period of five years and then destroyed. ***TBS Registration:*** 002210 ***Bank Number:*** BOC PPE 810

Employment Equity Program
Description: This bank contains information for the purpose of the Bank's Employment Equity program which includes self-identification of employees within the Bank of Canada by each of the four groups designated by the employment equity legislation: women, aboriginal peoples, persons with disabilities and visible minorities. The information will be maintained on a microcomputer. ***Class of Individuals:*** Regular full-time employees; regular part-time employees; temporary employees of the Bank of Canada. ***Purpose:*** Information will be used for purposes specified in the Employment Equity Act; that is, for program development and implementation, as well as for the summary reports on employment equity that must be submitted annually to the Minister of Employment and Immigration. ***Consistent Uses:*** The data will be used to determine the degree to which the four designated groups are equitably represented within the Bank's various occupational groupings and responsibility levels. The social insurance number may be used to link information in this bank with that in

another bank in order to obtain statistical information on employees. ***Retention and Disposal Standards:*** The information collected for the Employment Equity program and used in the preparation of the Annual Report to the Minister of Employment and Immigration, will be kept for a period of three years after the year in respect in which the report is made, then destroyed. Employment Equity questionnaires will be retained for a period of two years after an employee leaves the Bank, then destroyed. When questionnaires from active employees are superseded, the previous questionnaires will immediately be destroyed. ***TBS Registration:*** 001942 ***Bank Number:*** BOC PPE 817

Garnishees
Description: This bank contains orders of garnishment and related correspondence. ***Class of Individuals:*** Bank of Canada employees. ***Purpose:*** The purpose of this bank is to maintain information concerning orders for garnishment. The social insurance number may or may not be present. If present, it is in some cases authorized under the Income Tax Act and the Family Orders and Agreements Enforcement Assistance Act and Regulations. ***Consistent Uses:*** To provide for the execution of orders of garnishment. ***Retention and Disposal Standards:*** Records are kept for a period of six years after the garnishment order is no longer in force, then destroyed. ***TBS Registration:*** 000076 ***Bank Number:*** BOC PPE 822

Grievances
Description: This bank contains presentations by employees, receipt notices and replies by management, testimony by witnesses, legal opinions, investigation and analysis reports, job descriptions required in the grievance process regarding classification; and correspondence about grievances. ***Class of Individuals:*** Bank of Canada employees. ***Purpose:*** The purpose of this bank is to record information used in the grievance process. ***Consistent Uses:*** Information contained in this bank is used exclusively to accommodate and, where possible, to resolve grievances at all levels in the grievance process. ***Retention and Disposal Standards:*** Records are kept for a period of five years following date of resolution, then destroyed. ***TBS Registration:*** 002218 ***Bank Number:*** BOC PPE 835

Occupational Injury
Description: This bank contains accident and occupational injury or illness records, claims for compensation, and related correspondence, including first aid records. Summaries of accident reports are also produced using a microcomputer. ***Class of Individuals:*** Bank of Canada employees. ***Purpose:*** To maintain records relating to occupational injuries or illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work. It also provides documentation for the administration of occupational safety and health programs in the Bank of Canada. ***Consistent Uses:*** To record safety and health details and causes of accidents/injuries in order to assist in accident prevention and health protection. To assure Bank employees receive proper compensation for accidents/injuries. ***Retention and Disposal Standards:*** First aid records are retained for two years; accident or occupational injury or illness records are retained for ten years. ***TBS Registration:*** 002217 ***Bank Number:*** BOC PPE 831

Official Languages
Description: This bank contains basic personal data such as first official language and the employee identification number for purposes of identification; language knowledge levels; training certificates and correspondence about the official languages qualifications of employees. ***Class of Individuals:*** Bank of Canada employees. ***Purpose:*** The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees. ***Consistent Uses:*** To document the language training needs and accomplishments of employees, and to aid in determining the linguistic status of employees and in auditing the administration of official language programs. ***Retention and Disposal Standards:*** Records are kept for a period of two years after the employee leaves the Bank, then destroyed. ***TBS Registration:*** 002214 ***Bank Number:*** BOC PPE 826

Parking
Description: This bank contains permit applications and correspondence about parking of motor vehicles on public property. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank. ***Class of Individuals:*** Bank of Canada employees. ***Purpose:*** The purpose of this bank is to maintain information for the administration of parking privileges. ***Consistent Uses:*** To maintain a record of parking permits. ***Retention and Disposal Standards:*** Records are kept for a period of three years after the permit expires, then destroyed. ***TBS Registration:*** 002236 ***Bank Number:*** BOC PPE 842

Pay and Benefits
Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, including the social insurance number, as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. Earning and superannuation records are attached to the Employee Personnel Record. Some of the above information exists in a computer-based system in order to generate salaries, pensions, deductions or to adjust an employee payroll/personnel record. ***Class of Individuals:*** Bank of Canada employees. ***Purpose:*** The purpose of this bank is to provide documentation for the administration of pay and benefits. The use of the social insurance number is a requirement under the Income Tax Act, the Unemployment Insurance Act, 1971 and Regulations, the Canada Labour Standards Regulations, the Canada Pension Plan Regulations and the Family Orders and Agreements Enforcement Assistance Act and Regulations. ***Consistent Uses:*** To approve the disbursement of salaries and allowances and the retention of deductions. The social insurance number is

used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances. The bank enables audit and reconciliation of payroll accounts (e.g., employee remuneration and entitlements) and supports the recovery of overpayments and debts owed to the Crown and, where applicable, enables execution of orders of garnishment, attachment, or diversion of funds in accordance with the Garnishment, Attachment and Pension Diversion Act. ***Retention and Disposal Standards:*** After an employee leaves the Bank, the personnel record is kept until the individual reaches the age of 70, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. ***TBS Registration:*** 002212 ***Bank Number:*** BOC PPE 820

Personal Harassment
Description: This bank contains letters of complaint regarding incidents of harassment; records of interviews with both complainants and alleged harassers; records of interviews with witnesses to incidents; summations of management investigations; and analyses of events and records of decisions taken about particular incidents. Such information must be retained as a separate record and not placed on the complainant's Employee Personnel Record. When a disciplinary action results from an investigation, information will also be filed in the Discipline Bank. ***Class of Individuals:*** Bank of Canada employees. ***Purpose:*** The purpose of this bank is to record information necessary for dealing with complaints of personal harassment at the workplace. ***Consistent Uses:*** To make decisions in specific instances on whether or not personal harassment is occurring and when this is the case to determine the appropriate action, including disciplinary action, to be taken to end a harassment situation. ***Retention and Disposal Standards:*** Records are kept for a period of five years following the date of the most recent administrative activity in relation to an individual case, then destroyed. ***TBS Registration:*** 002237 ***Bank Number:*** BOC PPE 837

Reliability Checks and Security Clearances
Description: This bank contains employee identification numbers, completed fingerprint forms, results of the Royal Canadian Mounted Police criminal records name checks and/or fingerprinting records checks, credit bureau checks, and completed Consent to the Disclosure of Personal Information Forms. In addition, this bank contains completed Personnel Security Clearance Questionnaires and Personnel Security Assessments, summaries of Canadian Security Intelligence Service records checks and investigations, completed Government of Canada prescribed forms dealing with security clearances, security briefings, correspondence related to the security clearance of the employee. Notation of level of security clearance may be attached to the Employee Personnel Record. ***Class of Individuals:*** Bank of Canada employees; employees of a contracted company; service personnel and construction workers requiring temporary access to buildings in order to provide a service to the Bank. ***Purpose:*** The purpose of this bank is to maintain reliability check documentation; to record information pertinent to the determination of the appropriate level of security clearance for employees whose position requires a security clearance. ***Consistent Uses:*** The records are used to help determine an individual's reliability, to determine the level of security clearance and to provide information for the administration of the Bank's security measures. It is also used to support decisions on reliability checks and security clearances, transfers, promotions, discipline and termination of employment. ***Retention and Disposal Standards:*** Records are kept for a period of two years after an employee leaves the Bank, then destroyed. Contracted company employees' records are kept for two years after the last administrative use, then destroyed. In the case where a criminal record exists, and if notified that a pardon has been granted, the criminal record in question is destroyed immediately. ***TBS Registration:*** 002216 ***Bank Number:*** BOC PPE 816

Relocation
Description: This bank contains authorizations, advances, claims, receipts, and correspondence concerning the relocation of employees. ***Class of Individuals:*** Bank of Canada employees. ***Purpose:*** The purpose of this bank is to maintain information regarding the relocation of employees. ***Consistent Uses:*** To administer the relocation functions with respect to their approval, as well as advances and claims. ***Retention and Disposal Standards:*** Records are kept for a period of seven years following the date of the last transaction, after which they are destroyed. ***TBS Registration:*** 000074 ***Bank Number:*** BOC PPE 840

Staffing
Description: The bank contains competition posters which describe the positions available, salary ranges and selection profiles. It includes transfer requests; human resources inventory print-outs; candidates' applications; lists of candidates; interview notes and test results; offers of employment; notices to candidates; and correspondence concerning staffing by various processes, including by competition and human resources inventory searches. Records in the bank contain a variety of personal information which may include education levels and the employee identification number. Notations of staffing decisions may also appear in the Employee Personnel Record. ***Class of Individuals:*** Bank of Canada employees. ***Purpose:*** The bank provides a record of the information used in staffing positions. ***Consistent Uses:*** To select candidates and staff positions. ***Retention and Disposal Standards:*** Staffing applications are kept for a period of three years after the year in which they are received, then destroyed. ***TBS Registration:*** 002013 ***Bank Number:*** BOC PPE 815

Training and Development
Description: This bank contains personal data including sex of the individual, language preference, course applications and evaluations; employee identification numbers; examination results and certificates; records of fee payments; and correspondence related to employee participation in training and development activities, both sponsored by the Bank and operated by other organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record. Information on an employee's needs for individual development related to performance is mentioned on the Performance Review and Employee Appraisal Form which is in turn attached to the Employee Personnel Record. ***Class of Individuals:*** Bank of Canada employees. ***Purpose:*** The purpose of this bank is to provide documentation for the administration of training and development programs. ***Consistent Uses:*** To approve the participation of employees in training and development activities, to register the employees and to certify their achievements. ***Retention and Disposal Standards:*** Records are kept for a period of five years, then destroyed. ***TBS Registration:*** 002213 ***Bank Number:*** BOC PPE 825

Training and Development – Development Assignment Program (D.A.P.)
Description: This bank contains résumés, employee profiles, summaries of the personal career planning exercise, interview information, referral results, details of D.A.P. assignments, assignment proposal forms and agreements, D.A.P. assignment evaluation forms, and general correspondence. ***Class of Individuals:*** Bank of Canada employees who have been selected for possible assignments wthin their own department as well as in other departments of the Bank. ***Purpose:*** This bank was created to maintain an inventory of employees selected for possible assignments within the Bank, and to administer the program. ***Consistent Uses:*** The information is used to identify interested employees for referral to available assignment opportunities within the Bank. It is also used for statistical, administrative and career planning purposes. ***Retention and Disposal Standards:*** Records are retained for 2 years after completion of assignments or 2 years of inactivity (no assignments). Selected information on all candidates is computerized and retained for statistical purposes for ten (10) years. ***TBS Registration:*** 003424 ***Bank Number:*** BOC PPE 827

Training and Development – Training Needs Survey Pilot Project
Description: This bank contains data on individual employees as well as aggregate job family summary data relating to training and development. The personal data includes the employee name, job level, language preference, gender, skill level (as at the date of the survey) according to a defined set of skills and rating scale for the employee's job family, as well as the employee's training priorities for the next twelve months as agreed upon by the employee's supervisor. ***Class of Individuals:*** Employees in specific Bank of Canada job families who have been surveyed and who have returned a completed Initial Skills/Knowledge Profile and Needs Survey. ***Purpose:*** The purpose of this bank is twofold: to identify the skill levels, training needs, and priorities of individuals, and to assist the Training and Development Section to develop training programs appropriate to the needs of employees surveyed. ***Consistent Uses:*** The use of the data collected is limited to identification of training needs within the scope of the pilot project. ***Retention and Disposal Standards:*** The employee's completed Initial Skills/ Knowledge Profile and Needs Survey is retained in hard copy format for two years. A PC-based analysis and statistical file containing personal information and aggregate data is retained for two years. **Note:** This is an initial survey of employees in selected job families as part of a pilot project aimed at improving the identification of training needs and the delivery of training and development solutions to Bank of Canada employees. ***TBS Registration:*** 003425 ***Bank Number:*** BOC PPE 828

Travel
Description: This bank contains advances, claims, receipts, travel arrangements, itineraries and correspondence concerning employee business travel. ***Class of Individuals:*** Bank of Canada employees. ***Purpose:*** The purpose of this bank is to maintain information regarding the travelling expenses of employees. ***Consistent Uses:*** To provide advances and approve claims for business travel expenses. ***Retention and Disposal Standards:*** Records are kept for a period of seven years, then destroyed. ***TBS Registration:*** 000075 ***Bank Number:*** BOC PPE 841

Business Development Bank of Canada
Chapter 6

Particular Banks

Employee Assistance Program
Description: This bank contains information pertaining to a voluntary confidential counselling service offered to employees and their dependents. Employees and their dependents requiring counselling contact the consultant directly. The services of the consultant have been retained by BDC for the purpose of providing an Employee Assistance Program to the above mentioned

group. Records relating to counselling sessions are maintained with the consultant and not kept at BDC. This is to ensure confidentiality of the program. ***Class of Individuals:*** BDC employees and their dependents. ***Purpose:*** The bank allows the consultant to ensure continuity of service to BDC employees and their dependents in order to ensure confidentiality to those requesting these services. ***Retention and Disposal Standards:*** The information is kept by the consultant until contract termination. ***TBS Registration:*** 003748 ***Bank Number:*** BDBC PPE 805

Employment Equity Survey
Description: This bank contains information on self-identification with regard to sex, race, ethnic origin and disabilities. ***Class of Individuals:*** Permanent full-time employees; permanent part-time employees; and temporary employees. ***Purpose:*** The purpose of this bank is to implement an employment equity program and to prepare workforce analysis reports which are to be submitted to Human Resources Development, Canada. Data are collected to provide a comprehensive picture of employees by designated-group status (e.g. women, aboriginal people, persons with disabilities and persons belonging to a visible minority). ***Consistent Uses:*** The information gathered will be used for institutional purposes in the employment equity program to identify and eliminate systemic discrimination, and to introduce special measures (e.g. training, accommodations) to ensure that persons in designated groups are equitably represented. It may also be used for policy and planning purposes. ***Retention and Disposal Standards:*** These records will be retained for a period of at least five years after the year in respect of which a report is made. ***TBS Registration:*** 003752 ***Bank Number:*** BDBC PPE 801

Pay and Benefits
Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.) ***Class of Individuals:*** Employees of the BDC. ***Purpose:*** The purpose of this bank is to provide documentation for the administration of pay and benefits within the BDC and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances. ***Consistent Uses:*** To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the relevant legislation. ***Retention and Disposal Standards:*** Records are retained by BDC for the duration of employment plus one year. They are then merged with the corresponding Employee Personnel Record file and transferred to the control of National Archives of Canada and follow the same retention and disposal standards as the Employee Personnel Record standard file. Exception to this procedure occurs however in instances where there is a need to settle overpayments, to collect debts owed to the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force. ***TBS Registration:*** 003751 ***Bank Number:*** BDBC PPE 810

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Employee Personnel Record
Harassment
Identification and Building-Pass Cards
Occupational Safety and Health
Official Languages
Performance Reviews and Employee Appraisals
Security Clearances
Staffing
Training and Development
Travel and Relocation
Vehicle, Ship, Boat and Aircraft Accidents

Canada Council
Chapter 7

Particular Banks

Conflicts of Interest
Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties. ***Class of Individuals:*** Employees of the Council. ***Purpose:*** The purpose of this bank is to

maintain information about potential and actual conflict of interest situations, to record potential conflicts of interest and to register solutions to resolve actual conflicts of interest. ***Consistent Uses:*** To support decisions on transfers, discipline and termination of employment. ***Retention and Disposal Standards:*** These files are kept 2 years after the last administrative action. ***TBS Registration:*** 003780 ***Bank Number:*** CAC PPE 805

Employee General Record
Description: This bank contains personal characteristics including age, sex, social insurance number, marital status, home address and telephone number, and correspondence related to engagement and termination, pay and allowances, deductions and benefits, superannuation, attendance and leave and physicians certificates associated with sick leave. ***Class of Individuals:*** The information relates to current and former employees. ***Purpose:*** The purpose of this bank is to provide documentation and authorization of engagement, termination and superannuation; attendance and leave; disbursement of salary and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in the administration of pay and benefits. ***Consistent Uses:*** This bank is also used to authenticate decisions on engagement and termination; attendance and leave; pay, allowances and benefits; superannuation; and to enable audit and reconciliation of payroll accounts. ***Retention and Disposal Standards:*** These records are destroyed at age 80 provided two years have elapsed since the last administrative action on file. Records are retained for the duration of employment plus one year and then transferred to the control of the National Personnel Records Centre. ***TBS Registration:*** 003781 ***Bank Number:*** CAC PPE 810

Employment Equity Program
Description: The bank contains personal information on employees such as education, work history and career aspirations, and training and development, which is collected by means of questionnaires and/or interviews or compiled from employees' files or automated data systems. The information is collected on a voluntary basis, and respondents are asked to identify whether they are male or female, whether they are an aboriginal person, and whether they have a disability or are a member of a visible minority group. An employee number may be used to identify employees in instances where government institutions are not able to employ an anonymous questionnaire, as well as when these identifiers are required to locate employee records. ***Class of Individuals:*** Employees of the institution. ***Purpose:*** This bank provides documentation for the implementation of the employment equity policy. Data are collected to provide a comprehensive picture of employees by sex and by target group status (e.g. women, aboriginal peoples, persons with disabilities and members of visible minority groups). This information is used to compile a personnel profile of employees and to compare the situation of target group members with non-target group members within a government institution and with their counterparts in the general labour market. The employee number may be used to link information in this bank that in another bank containing employee information (e.g., the Personnel Management Information System) in order to obtain statistical information, where the securing of such information would be consistent with the uses for which the personal information was collected. ***Consistent Uses:*** The council may collect data for statistical purposes, for purposes relating to individuals, or for both. Personal data are released to the Employment Equity Target Group Data Bank (TBS TBS 706) for statistical purposes only. The information gathered will be used for institutional purposes in the government's employment equity program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that target groups participate in and are equitably represented in the federal public service. It may also be used for policy and planning purposes related to employment equity. ***Retention and Disposal Standards:*** The disposal criteria for this bank are to be established. ***TBS Registration:*** 003782 ***Bank Number:*** CAC PPE 815

Performance File
Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests. It also contains course applications and evaluations; letters of recommendation; notices of disciplinary action and correspondence about employee misconduct; investigations of possible misconduct and analysis reports of these investigations. ***Class of Individuals:*** Employees of the institution. ***Purpose:*** The purpose of this bank is to maintain information regarding the level of performance on individual employees within government institutions and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation. ***Consistent Uses:*** To support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment. ***Retention and Disposal Standards:*** Records are retained for the duration of employment plus one year for all employees and then transferred to the control of the National Personnel Records Centre. Information concerning disciplinary actions are removed after two years, provided that there has been no further disciplinary action. ***TBS Registration:*** 003783 ***Bank Number:*** CAC PPE 820

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Discipline

Grievances
Parking
Pay and Benefits
Staffing
Training and Development
Travel and Relocation

Canada Deposit Insurance Corporation

Chapter 8

Particular Banks

Conflict of Interest

Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties. ***Class of Individuals:*** Employees of the Corporation. ***Purpose:*** The purpose of this bank is to maintain information about potential and actual conflict of interest situations, to record potential conflicts of interest and to register solutions to resolve actual conflicts of interest. ***Consistent Uses:*** To support decisions on transfers, discipline and termination of employment. ***Retention and Disposal Standards:*** These files are kept 2 years after after the last administrative action. ***TBS Registration:*** 002296 ***Bank Number:*** CDI PPE 805

Employee Access to Premises

Description: Access cards are issued to CDIC employees and contract workers to permit them access to the premises. This bank is a data base which contains the date and the time that holders of the access cards enter and exit locked doors on CDIC premises. ***Class of Individuals:*** Employees of the Canada Deposit Insurance Corporation and other individuals who are given access rights to CDIC premises. ***Purpose:*** While it is a function of the eletronic door security system to record this information, the information is not used to monitor staff movement and is considered to be of little value. ***Retention and Disposal Standards:*** In the Ottawa office, where the security system is controlled by CDIC, this information is deleted from the data base every six months. In the Toronto office, where the security sytem is controlled by the landlord, the data is deleted after five years. ***TBS Registration:*** 003708 ***Bank Number:*** CDI PPE 806

Employee Personnel Record

Description: This bank contains personal characteristics including age, sex, social insurance number, marital status, home address and telephone number, and correspondence related to engagement and termination, performance reviews and employee appraisals, pay and allowances, deductions and benefits, superannuation, attendance and leave and physicians certificates associated with sick leave. ***Class of Individuals:*** The information relates to current and former employees. ***Purpose:*** The purpose of this bank is to provide documentation and authorization of engagement, termination and superannuation; attendance and leave; disbursement of salary and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in the administration of pay and benefits. ***Consistent Uses:*** This bank is also used to authenticate decisions on engagement and termination; attendance and leave; pay, allowances and benefits; superannuation; and to enable audit and reconciliation of payroll accounts. ***Retention and Disposal Standards:*** These records are destroyed at age 80 provided two years have elapsed since the last administrative action on file. Records are retained for the duration of employment plus one year and then transferred to the control of the National Personnel Records Centre. ***TBS Registration:*** 003652 ***Bank Number:*** CDI PPE 801

Staffing

Description: This bank contains staffing requests; position descriptions; salary ranges; selection profiles; candidates' applications; lists of candidates; rating board assessments including evaluation notes from staffing boards; examination papers and test results; offers of employment; notices to candidates and correspondence concerning staffing by various processes including human resources inventory searches. Records in the bank contain a variety of personal information such as age, sex, education levels and social insurance numbers. ***Class of Individuals:*** Employee applicants. ***Purpose:*** The purpose of this bank is to select candidates and fill staff positions. ***Retention and Disposal Standards:*** These files are kept two years after the last administrative action. ***TBS Registration:*** 002293 ***Bank Number:*** CDI PPE 802

Training and Development

Description: This bank contains personal data including course applications and evaluations; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities both sponsored by the government and operated by non-government organizations which may require the use of the social insurance number. It should be noted that participation and achievement records and information on an employee's needs for individual development related to performance is contained in the Employee Personnel File. ***Class of Individuals:*** Current and former employees. ***Purpose:*** The purpose of this bank is to

approve and register the participation of employees in training and development activities and to certify the achievements of employees. ***Consistent Uses:*** To support decisions on pay and benefits, attendance and leave, transfers, promotions and performance appraisals. ***Retention and Disposal Standards:*** These files are kept for 2 years after the last administrative action. ***TBS Registration:*** 002295 ***Bank Number:*** CDI PPE 804

Travel and Relocation
Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries; and correspondence concerning travel, relocation or postings of employees. ***Class of Individuals:*** Employees of the Corporation. ***Purpose:*** The purpose of this bank is to maintain information regarding travel, relocation and postings of employees. ***Consistent Uses:*** To administer the travel and relocation functions with respect to their approval; and to post authorizations, advances and claims. ***Retention and Disposal Standards:*** These files are kept for 8 fiscal years . ***TBS Registration:*** 002294 ***Bank Number:*** CDI PPE 803

Canada Labour Relations Board
Chapter 9

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Conflict of Interest and Post-Employment Code
Employee Personnel Record
Employment Equity
Grievances
Identification and Building-Pass Cards
Official Languages
Parking
Pay and Benefits
Performance Reviews and Employee Appraisals
Security Clearances
Staffing
Training and Development
Travel and Relocation

Canada Lands Company Limited
Chapter 10

Note: Information concerning the employees of the Canada Lands Company Limited is held by Public Works and Government Services Canada.

Canada Mortgage and Housing Corporation
Chapter 11

Particular Banks

CMHC Pension Plan
Description: The bank contains proofs of prior service; pension election forms; pension observations and correspondence concerning pensions. Records are accessible by providing employee number and full name. ***Class of Individuals:*** CMHC employees. ***Purpose:*** The purpose of this file is to determine the CMHC pension benefits for its contributing employees. This information may be used for statistical research purposes and for planning, implementing and evaluating CMHC policies, relating to pensions and CMHC benefits. ***Consistent Uses:*** Pursuant to the Income Tax Act, documentation supporting pension entitlements, including the social insurance number is provided to the federal Office of the Superintendent of Financial Institutions Canada and to the Department of National Revenue (Taxation) for bank RCT PPU 005 Individual Income Tax Return. Information is also provided from time to time to federal departments

or agencies in cases of employee transfers or to employers with whom CMHC has reciprocal transfer agreements. ***Retention and Disposal Standards:*** Records are retained for two years after the member and dependents are deceased, and the records are then forwarded to National Archives of Canada. ***TBS Registration:*** 003134 ***Bank Number:*** CMH PPE 845

Conflict of Interest
Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations, investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties. ***Class of Individuals:*** CMHC employees. ***Purpose:*** The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest. ***Consistent Uses:*** To support decisions on transfers, discipline and termination of employment. ***Retention and Disposal Standards:*** Seven years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, at which time the records are destroyed. ***PAC Number:*** 85-001 ***TBS Registration:*** 000097 ***Bank Number:*** CMH PPE 808

Employee Assistance Program
Description: This bank contains information pertaining to a voluntary confidential counselling service offered to CMHC employees, retirees and their dependents. Employees, their dependents and retirees requiring counselling contact the consultant directly. The services of the consultant have been retained by CMHC for the purpose of providing an Employee Assistance Program to the above mentioned group. Records relating to counselling sessions are maintained with the consultant and not kept at CMHC. This is to ensure confidentiality of the program. ***Class of Individuals:*** CMHC employees, their dependents and retirees. ***Purpose:*** The bank allows the consultant to ensure continuity of service. ***Consistent Uses:*** The consultant undertakes a systematic evaluation of the EAP and provides statistical reports to CMHC in a format that ensures the confidentiality of the individuals who have used the service. ***Retention and Disposal Standards:*** The information is kept by the consultant until contract termination. Upon termination, and in order to protect the confidentiality of the process, a mutually agreed upon third party reviews the information and makes recommendations as to its disposal. ***TBS Registration:*** 003135 ***Bank Number:*** CMH PPE 850

Employee Medical Files
Description: This bank maintains the medical record of each current and past employee and general medical information about family members. ***Class of Individuals:*** CMHC employees and family members. ***Purpose:*** The purpose of this bank is to maintain a medical history for administrative purposes. ***Retention and Disposal Standards:*** Since 1977, the records are retained until the individual reaches the age of 70 or two years after the death of the individual provided two years have elapsed since the last administrative action concerning the information. ***TBS Registration:*** 001937 ***Bank Number:*** CMH PPE 802

Employee Personal Record
Description: This bank contains a record of an individual's employment with CMHC. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages. The Employee Personnel Record relating to an employee is under the control of CMHC and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education; including transcripts, certificates and diplomas; previous employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, layoffs and tenure; employee performance and appraisals; classification, including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included where applicable is information concerning military service, including periods and areas of service; collective bargaining designation status and bargaining agent identification; professional achievements, including publications, patents and awards; termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. ***Class of Individuals:*** CMHC employees. ***Purpose:*** To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as to verify employment references. Information is also provided to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes. ***Consistent Uses:*** To provide documentation and authorization of appointments, transfers, promotions, demotions, pension fund and termination of employment. Information is also provided from time to time to federal departments or agencies in cases of employee transfers and with employers with whom CMHC has reciprocal transfer agreements (pension). ***Retention and Disposal Standards:*** Retained by CMHC for the duration of employment plus one year, and then transferred to the control of National Archives. The information is destroyed when the individual reaches the age of 70, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. Employee Performance Evaluations are retained for five years. For records relating to disciplinary action, the time limit for disposal is three years following the date of

disciplinary action, provided no further disciplinary action has been recorded in the meantime. ***PAC Number:*** 85-001 ***TBS Registration:*** 002991 ***Bank Number:*** CMH PPE 815

Employment Equity Program
Description: This bank contains information on designated group employees. Respondents are asked to identify, by means of a questionnaire, whether they are of Native origin, if they have a continuing or permanent disability, or form part of a visible minority group. ***Class of Individuals:*** Employees of the Corporation. ***Purpose:*** This bank provides documentation for the implementation of the Employment Equity Act. Data are collected to provide a comprehensive picture of employees by designated group status (women, aboriginal peoples, visible minorities and people with disabilities). This information is used to compile a personnel profile of employees and to compare the situation of designated group members with non-designated group members within CMHC and with their counterparts in the general labour market. The employee number may be used to link information in this bank with that in another bank containing employee information (e.g. the Human Resources Information System) in order to obtain statistical information, where the securing of such information would be consistent with the uses for which the personal information was collected. ***Consistent Uses:*** The information gathered will be used for institutional purposes in the Corporation's Employment Equity Program to identify and eliminate systematic discrimination in employment and to introduce temporary special measures to ensure designated group participation and equitable representation. It is used to prepare CMHC's Annual Reports to Human Resources and Labour Canada. It may also be used for policy and planning purposes related to employment equity. ***Retention and Disposal Standards:*** Records are destroyed two years after the employee leaves the Corporation. ***PAC Number:*** 85-001 ***TBS Registration:*** 002198 ***Bank Number:*** CMH PPE 809

Familycare Assistance
Description: This bank contains information pertaining to a voluntary confidential information, resources and support service offered to CMHC employees and their immediate family members.The employee/family members requiring information, resources and support contact the consultant directly. The services of the consultant have been retained by CMHC to provide the Familycare Assistance Program. Records relating to the nature of inquiries received are maintained with the consultant. These files are not held at CMHC in order to guarantee confidentiality. ***Class of Individuals:*** CMHC employees and their immediate family members. ***Purpose:*** The bank allows the consultant to ensure continuity of service to employees and to their family members. ***Consistent Uses:*** The consultant undertakes a systematic evaluation of the Familycare Assistance Program and provides statistical reports to CMHC in a format that ensures the confidentiality of the individuals who have requested information. ***Retention and Disposal Standards:*** The information is kept by the consultant until contract termination. Upon termination, a mutually agreed upon third party will review the information and make recommendations as to its disposal. ***TBS Registration:*** 003653 ***Bank Number:*** CMH PPE 860

Grievances
Description: This bank contains presentations by unionized employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; and correspondence about grievances. ***Class of Individuals:*** Unionized CMHC employees. ***Purpose:*** The purpose of this bank is to record information used in all levels of the grievance process. ***Consistent Uses:*** The purpose of this bank is to record information used in the grievance process. Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process. ***Retention and Disposal Standards:*** Three years following date of resolution, the records are destroyed. ***PAC Number:*** 85-001 ***TBS Registration:*** 002992 ***Bank Number:*** CMH PPE 820

Harassment (including discrimination and sexual harassment)
Description: This bank contains letters of complaint regarding incidents of harassment; records of interviews both with complainants and alleged harassers; records of interviews with witnesses; summations of investigations and analyses of events, as well as records of decisions taken regarding particular incidents. Such information must be retained as a separate file and not placed on the manpower files of parties involved. The results of an investigation which result in the application of disciplinary action will be transferred to the Discipline Bank. ***Class of Individuals:*** CMHC employees. ***Purpose:*** The purpose of this bank is to record information necessary for dealing with harassment complaints in the workplace and to make decisions in specific instances, more specifically on whether or not harassment is occurring, and when this is the case, to determine the appropriate action to take. ***Consistent Uses:*** To support decisions on transfer and discipline of employees. ***Retention and Disposal Standards:*** Records are destroyed three years after the most recent administrative activity in relation to an individual case. ***PAC Number:*** 85-001 ***TBS Registration:*** 002994 ***Bank Number:*** CMH PPE 830

Identification and Building-Pass Cards
Description: This bank could contain photographs, identification forms and correspondence related to the issuance of identification and building-pass cards. ***Class of Individuals:*** Employees of the Corporation and contractors/visitors. ***Purpose:*** The purpose of this bank is to maintain information relating to the issuance of identification and building-pass cards. ***Consistent Uses:*** To issue identification and building-pass cards. ***Retention and Disposal Standards:*** Records are destroyed two years after expiry of identification and

building-pass cards. ***PAC Number:*** 85-001 ***TBS Registration:*** 002199 ***Bank Number:*** CMH PPE 810

Internal Appeals and Employee Complaint Files
Description: This bank records and provides information on internal appeals and employee complaints to outside agencies such as the Canadian Human Rights Commission, Human Resources Development Canada – Labour Program and the Commissioner of Official Languages. ***Class of Individuals:*** Employees who have used the internal appeal system or an external complaint process. ***Purpose:*** The purpose of this bank is to provide information gathered in the course of an internal appeal hearing, the investigation of an external complaint and to maintain a precedent file. ***Retention and Disposal Standards:*** Records are retained for three years from the date of the decision. ***TBS Registration:*** 001938 ***Bank Number:*** CMH PPE 804

Investigation Files
Description: This bank records reports of complaints and irregularities in relation to criminal or security matters. It contains records of investigations, interview notes, reports and any subsequent redress action. ***Class of Individuals:*** Employees and the general public. ***Purpose:*** The purpose of this bank is to investigate and determine the veracity of alleged criminal or statutory offences against the Corporation or by an employee. ***Consistent Uses:*** In the case of a criminal investigation, records are made available to the RCMP or other recognized Police Force. ***Retention and Disposal Standards:*** Records are retained for three years after the case is closed. ***TBS Registration:*** 001939 ***Bank Number:*** CMH PPE 806

Official Languages
Description: This bank might contain course enrolment and attendance information; language training applications containing first official language; language knowledge examination levels; training certificates and correspondence about the official languages qualifications of employees. Language examination, exemption and training records may be attached to the Employee Personnel Record. ***Class of Individuals:*** CMHC employees. ***Purpose:*** The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of CMHC, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees. ***Consistent Uses:*** To support and document decisions concerning individual employees on staffing, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs. ***Retention and Disposal Standards:*** Two years after last documentation, the records are destroyed. ***PAC Number:*** 85-001 ***TBS Registration:*** 002993 ***Bank Number:*** CMH PPE 825

Pay and Benefits
Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and CMHC Pension Plan records are also attached to the Employee Personnel Record.) ***Class of Individuals:*** Employees of CMHC. ***Purpose:*** The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances. ***Consistent Uses:*** To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the Garnishment, Attachment and Pension Diversion Act. ***Retention and Disposal Standards:*** Records are sent to National Archives of Canada two years after expiry of fiscal year where they are kept for four years, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force. ***TBS Registration:*** 003133 ***Bank Number:*** CMH PPE 840

Staffing
Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory printouts; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results; eligibility lists; offers of employment; notices to candidates; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education level, social insurance number and voluntary self-identification data relating to employment equity. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record). ***Class of Individuals:*** Internal and external applicants. ***Purpose:*** The bank provides a record of the information used in staffing positions. It is also a source of data for employment equity programs and services. ***Consistent Uses:*** To select candidates and staff positions. Voluntary self-identification information relating to employment equity programs and services may be linked with data contained in other banks where the securing of this information is consistent with the uses for which the personal

information was collected. On request, information may be provided to a participant in a selection action. Access procedures: Competition number, where applicable, should be quoted. ***Retention and Disposal Standards:*** Records are retained for two years after the eligible list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed. ***PAC Number:*** 85-001 ***TBS Registration:*** 002995 ***Bank Number:*** CMH PPE 835

Vehicle Accidents
Description: This bank contains reports on accidents; claims of damages; legal decisions; settlement transactions and correspondence concerning accidents involving government-owned and leased vehicles, as well as privately-owned and leased vehicles, used on official business on reported accidents. ***Class of Individuals:*** CMHC Employees. ***Purpose:*** The purpose of this bank is to maintain information regarding vehicle accidents involving CMHC employees. ***Consistent Uses:*** To determine liability for such accidents, to approve damage settlements and provide statistics to meet insurance company's reporting requirements. ***Retention and Disposal Standards:*** The records are retained active for five years and dormant for five years. ***TBS Registration:*** 003295 ***Bank Number:*** CMH PPE 855

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Discipline

Parking

Reliability Checks

Security Clearances

Training and Development

Travel and Relocation

Canada Ports Corporation
Chapter 12

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Employee Personnel Record

Grievances

Identification and Building-Pass Cards

Performance Reviews and Employee Appraisals

Security Clearances

Staffing

Training and Development

Travel and Relocation

Canada Post Corporation
Chapter 13

Particular Banks

Access Control Systems
Description: This bank contains identification card applications, temporary pass applications, photographs, visitor registers and occasional incident reports as well as related correspondence. Limited information exists in automated form. The Card Access/Alarm System may also produce reports for incident investigation purposes and statistical analysis. Individuals seeking access to this bank should specify employment location and dates. ***Class of Individuals:*** Canada Post employees and contractors who have authorized access to Corporation facilities. ***Purpose:*** The purpose of this bank is to control access to certain facilities, to provide for the security of Canada Post employees and property and anything in the course of post. ***Consistent Uses:*** The records in it are used to issue and cancel identification cards or building passes, and to maintain building security. ***Retention and Disposal Standards:*** The records are retained for two years after expiry of the cards and are then destroyed. Visitor logs are retained one year. ***TBS Registration:*** 001364 ***Bank Number:*** CPC PPE 823

Accounts Payable
Description: This bank contains such records as claims, authorizations, expense reports, receipts, cheque requisitions, advances, correspondence and other supporting documents relating to expenses being reimbursed, fees being paid, claims being settled and other payments. Records of transactions also exist in automated form in the Accounts Payable System. (Note

that payment and related records pertaining to permanent transfers and relocations are stored in Relocation, CPC PPE 816.) This bank also contains the Social Insurance Number, which will continue to be used as an employee identifier until such time as it can be replaced by a CPC employee numbering system. Individuals seeking access to this bank should specify whether they are an employee, contractor or claimant and provide details of the payment such as location, type and dates. ***Class of Individuals:*** Canada Post employees claiming travel and hospitality expenses, education course fees, isolation allowances and membership fees, or receiving incentive awards, rewards, ex gratia and other sundry payments; to suppliers of goods and services provided to the Corporation, including stamp designers and members of the Board of Directors; and to members of the general public, indemnified for claims made against the Corporation. (See Canada Post's contract and claims personal information banks for details). ***Purpose:*** The information deals with payment of suppliers accounts and expenditures. ***Consistent Uses:*** The records in it are used to help correct situations that have led to financial losses within Canada Post, both in terms of recovering funds and preventing future losses. ***Retention and Disposal Standards:*** Records are retained for six fiscal years after last administrative action, such as the recovery or write-off of the debt or loss. Disposal of related records in the above-noted information banks is governed by the retention schedule for those banks. ***PAC Number:*** 88-007 ***TBS Registration:*** 001361 ***Bank Number:*** CPC PPE 820

Conflict of Interest
Description: This bank contains records on conflict of interest and, on occasion, confidential financial and outside activity reports, reports on investigations into potential or actual conflict incidents and related correspondence. Individuals seeking access to this bank should specify name, position, title and employment location and dates. ***Class of Individuals:*** Existing and recently terminated Canada Post employees who are involved in potential or actual conflicts of interest. ***Purpose:*** The purpose of this bank is to support the implementation of the conflict of interest policy. ***Consistent Uses:*** The records are used to help determine whether a conflict of interest exists and, if so, to support decisions on transfer, discipline or termination of employment. ***Retention and Disposal Standards:*** Records are retained two years after the year of the conflict or after the potential conflict ceases to exist, or after the year of separation, then destroyed. ***PAC Number:*** 86-001 ***TBS Registration:*** 002156 ***Bank Number:*** CPC PPE 814

Corporate Correspondence
Description: This bank contains letters addressed or referred to the Minister, Chairman, President, other executives of Canada Post Corporation, and divisional Customer Service offices, background material compiled in the preparation of responses, and the responses. Certain information, such as the incoming letter, draft and final replies and an index, exists in automated form in the Corporate Correspondence System. Individuals seeking access to this bank should specify the name and postal code pertinent to the previous enquiry. (Note that stamp suggestions may also be stored in Designer References, CPC PPU 025.) ***Class of Individuals:*** Customers, employees, Members of Parliament, other elected/appointed officials, and the general public. The records may contain personal information on other individuals, where they are the subject of the enquiry (e.g., regarding Canada Post Corporation employees and contractors). ***Purpose:*** The purpose of this bank is to support the preparation of responses to Ministerial, Chairman and Presidential, and general corporate enquiries pertaining to the operations and administration of Canada Post Corporation. ***Consistent Uses:*** The records are used to support the correspondence system, to monitor the preparation of responses; for reference purposes when subsequent or similar enquiries are received; for subsequent mailings, when new developments warrant a follow-up letter to correspondents who have expressed an interest in particular subjects; and, to identify trends or patterns. ***Retention and Disposal Standards:*** Draft replies stored in automated form are deleted when the correspondence is signed. Paper records and the automated index are retained for seven years after the year of the response and then destroyed and deleted, respectively. Disposal of records retained in the subject files of organizational units drafting responses is governed by the retention schedules for those files. ***PAC Number:*** 88-007 ***TBS Registration:*** 002077 ***Bank Number:*** CPC PPE 826

Corporate Managed Resourcing Program (CMRP)
Description: This bank contains such records as notices of interest, employee name, length of service, salary history, estimated retirement or early departure incentive amounts, acceptances or refusals of incentive offers, referrals to career counselling consultants and other related tax/financial data. Certain records also exist in automated form in the Human Resource Information System CPC PPE 804. Related records may also be found in Payroll, Benefits & Attendance CPC PPE 815 and Employee Career File CPC PPE 808. ***Class of Individuals:*** Current or recently terminated employees of Canada Post Corporation who have expressed interest in an early termination or retirement offer or who have been referred to CMRP staff. ***Purpose:*** The purpose of this bank is to support CPC's restructuring objectives by offering a voluntary package of early retirement or departure incentives to eligible employees. ***Consistent Uses:*** The records are used to ensure the eligibility of applicants to the incentive program, evaluate the amounts of the incentive on an individual basis, make offers to eligible applicants, and to process payments to employees having accepted the incentive. ***Retention and Disposal Standards:*** Under development. ***TBS Registration:*** 003738 ***Bank Number:*** CPC PPE 833

Employee Assistance
Description: This bank contains a very limited amount of information as, due to the confidential nature of the program, cases are handled through personal intervention, without records. Note that, as a matter of policy, records on medical problems, performance deficiencies and absenteeism are not stored in the Employee Assistance bank (see CPC PPE 840, 804, and 815 respectively). Similarly, employee assistance information is not stored in any other personal information bank, with the exception of payment records (see Accounts Payable, CPC PPE 820). Individuals seeking access to records that may exist on them in this bank are encouraged to deal directly with the person consulted for assistance. Individuals seeking formal access under the Privacy Act should specify position title, employment location and dates, as well as the referral agent used. ***Class of Individuals:*** A case is initiated when an employee requests assistance from an employee assistance referral agent or coordinator. ***Purpose:*** Employee Assistance is a voluntary program for Canada Post employees experiencing personal problems that may be resolved through professional care. ***Consistent Uses:*** Where information exists, it is used to support meaningful assistance and follow-up to employees, such as counselling and, where the employee agrees, medical evaluations, professional help and rehabilitation programs; to assist in the development of preventative education and training programs, based on the incidence of certain problems; and for program evaluation purposes (for example, referral agents keep statistical summaries; all personal information is rendered anonymous). Note that referral agents do not diagnose cases and that no personal information is disclosed by referral agents to third parties without the expressed consent of the individual to whom it relates. ***Retention and Disposal Standards:*** Individual case files are not retained. If financial assistance has been provided, records are kept six years after the fiscal year in which the assistance was provided. ***TBS Registration:*** 001354 ***Bank Number:*** CPC PPE 811

Employee Career File
Description: This bank contains performance appraisals (for management, exempt and certain other employees), staffing transactions, letters of offer, probation progress reviews, career resumes and references, diplomas, training certificates, testing results, letters of discipline, letters of appreciation, documented time and attendance problems, employee profiles, human resources inventory forms, career development forms and other information such as employee number, job title, location, position number and official language status. ***Class of Individuals:*** All current or recently terminated Canada Post Corporation employees. ***Purpose:*** To support the development of an employee's career. ***Consistent Uses:*** The records are used: in support of such personnel functions as organizational design, staffing, human resource planning and development, performance evaluations, training, labour relations, promotions, transfers, demotions and terminations; to conduct disciplinary or problem attendance interviews; and, to facilitate the supervision of employees (supervisors contribute and do have access to data on those employees reporting to them, as well as on those being considered for a position within their work unit). ***Retention and Disposal Standards:*** Under development. ***TBS Registration:*** 003546 ***Bank Number:*** CPC PPE 808

Employee Health Record
Description: This information bank contains all recorded case information generated, acquired, or used in the provision of Occupational Health and Rehabilitation Services to Canada Post employees, including first aid treatment and certification documents; occupational fitness assessments; medical reports; consent for release of information; correspondence with physicians; employee health progress notes; correspondence related to acquisition of medical information; functional abilities assessments; work hardening plans; vocational rehabilitation consultants' reports; physical demands analyses; special medical reports concerning exposure to occupational hazards; records and correspondence regarding referrals and results. Certain non-occupational medical information may also exist on file, for example, fitness and lifestyle evaluations, or information on non work-related medical conditions. ***Class of Individuals:*** Canada Post employees who have had: injuries and accidents on duty; long-term certified sickness absence; used the Occupational Health Service; or, whose physician(s) has sent information to the Service. ***Purpose:*** To support Occupational Health and Rehabilitation programs. ***Consistent Uses:*** The records are used for case management purposes; to assist employees in dealing with Occupational Health and Rehabilitation concerns in order to encourage early recovery from given conditions via meaningful intervention, health education and counselling; to authorize leave and benefits related to work-related injuries and illnesses (physician's certificates are attached to Payroll & Attendance, CPC PPE 815); to assist employees who are subject to certain occupational risks or with identified illnesses or disabilities to be able to continue to work and to provide health promotion programs which emphasize healthy lifestyle activities. The records also facilitate the study and correction of workplace conditions that contribute to illness and injury, such as the development of preventive programs based on the incidence of certain illnesses and injuries. Composite information may be used in epidemiological studies. ***Retention and Disposal Standards:*** Records are retained for a period of 100 years after termination from CPC. ***TBS Registration:*** 003158 ***Bank Number:*** CPC PPE 840

Employee Involvement Program
Description: This bank contains such records as job descriptions, reports on cost-saving measures, evaluation reports and recognition granted (including cash awards). Limited personal information also exists in computerized form in the Employee Involvement Program (E.I.P.) system. Data elements include name, social insurance number, employee classification,

suggestion number and subject. The Social Insurance Number will continue to be used as an employee identifier until such time as it can be replaced by a CPC employee numbering system. Individuals seeking access to this bank should specify the suggestion number, date and location. ***Class of Individuals:*** Canada Post employees who have submitted applications or been nominated for suggestion awards. (Note that safe driving awards are stored in Automotive Services, CPC PPE 825, and that payment records regarding awards also are stored in Accounts Payable, CPC PPE 820). ***Purpose:*** The purpose of this bank is to support the Employee Involvement Program. ***Consistent Uses:*** The records are used to promote, help identify and recognize valuable suggestions made by Canada Post employees. (Notices regarding awards may be permanently attached to the Employee Personal File, CPC PPE 802, and/or to the Human Resource Information System, CPC PPE 804). Lists of suggestions are distributed to managers for possible application in their respective areas of responsibility. The computer system is used to control the processing of suggestions and the giving of awards, when appropriate. Limited personal information about award winners may be disclosed to the general public via poster displays, the news media and the Corporation's publications. ***Retention and Disposal Standards:*** Records are retained for seven years after the fiscal year of last administrative use and then destroyed. ***TBS Registration:*** 001351 ***Bank Number:*** CPC PPE 807

Employee Personal File

Description: This bank contains letters of offer, staffing transaction reports, rates of pay and entitlements, terms and conditions of employment for management and exempt employees, previous employment history, performance and acting pay, official language status, disciplinary records, as well as summaries and notations regarding more detailed records described in certain other employee information banks. Certain records on employees also exist in automated form. Where applicable, the Employee Personal File also includes notices of disciplinary action and related correspondence. Summaries of other employee records stored in the Employee Personal File include: Staffing and Employment (CPC PPE 801); Human Resource Information System (CPC PPE 804); Employee Career File (CPC PPE 808); Payroll, Benefits and Attendance (CPC PPE 815); and, where applicable, Training (CPC PPE 805); Relocation (CPC PPE 816); Employee Involvement (CPC PPE 807); Automotive Services (CPC PPE 825); Security Clearances (CPC PPE 821); Reliability Checks (CPC PPE 822); Employee Health Record (CPC PPE 840); and, Worker's Compensation Board Claims (CPC PPE 845). Depending on the size and functions of the Canada Post office or facility, certain of the above categories of records may be stored in distinct records systems. Separate bank descriptions allow for distinct records systems, where necessary, and also facilitate selective access by employees to their files. The records are combined when the administrative need arises (for example, upon transfer or termination). Note that certain records on Canada Post employees are stored apart from the Employee Personal File as a matter of policy, for example, detailed occupational health and safety and security clearance information, as well as Grievances & Arbitrations, Employee Assistance, Human Rights, Employment Equity, Special Services and Conflict of Interest (CPC PPE 821, 840, 813, 811, 809, 810, 812 and 814, respectively); and that managers may retain indices and duplicate administrative records concerning staff over which they exercise line or functional control. Individuals seeking access to this bank should specify position title and employment location and dates. Note that the above-identified bank descriptions covering specific categories of records facilitate more selective access. ***Class of Individuals:*** All existing and recently terminated Canada Post employees. ***Purpose:*** The purpose of this bank is to support the compensation and benefits function, to facilitate co-ordination among a variety of personnel functions, and to retain records of enduring value related to each. ***Consistent Uses:*** The records are used to ensure appropriate salaries, deductions and contributions (see also Payroll and Attendance [CPC PPE 815]) and to provide authorized benefits and counselling related thereto; to support and authenticate decisions relating to appointments, transfers, awards, promotions, discipline, demotions, termination of employment and superannuation; to facilitate and co-ordinate among certain personnel functions, namely compensation and benefits human resource planning and development, executive development, training, relocation, employee involvement, automotive services, occupational health, safety and environment, and security clearances; for research purposes (e.g., salary and benefits level comparisons with other firms in the industry, career management, organization improvement, applied personnel research); and to verify employment references. Certain information is disclosed to third parties, as detailed in the above-referenced personal information bank descriptions (notably Payroll and Attendance). In addition, some information is disclosed to unions relating to new members or change of employment status. ***Retention and Disposal Standards:*** Records are retained for the duration of employment with Canada Post. (Notices of disciplinary action are retained in accordance with collective agreements and garnishment records are retained for two years after settlement and then destroyed). One year after termination of employment, records are transferred to National Archives of Canada and destroyed when the employee reaches the age of seventy; or two years after death (provided two years have elapsed since last administrative use). If the records are judged by the National Archivist to be of historical/archival value, they are retained permanently. ***PAC Number:*** 88-007 ***TBS Registration:*** 001346 ***Bank Number:*** CPC PPE 802

Employment Equity

Description: This bank contains hardcopy and computerized Employment Equity data about employees including such characteristics as sex, race and disability.

This bank also contains the employees identification number. Individuals seeking access to this bank should provide their full name. ***Class of Individuals:*** Employees who have responded to the Employment Equity self-identification questionnaire. The information obtained by the questionnaire is segregated by designated groups: women, visible minorities, persons with disabilities and aboriginal peoples. ***Purpose:*** The purpose of this bank is to develop a database to support the Corporation's employment Equity program, to help ensure the equitable representation of designated groups in Canada Post and to meet the reporting requirements of the Employment Equity Act. ***Consistent Uses:*** The records are used to compile profiles of employee groups and to compare the situation of designated group members with non-designated group members within the Corporation and the general labour market. The statistical data is used to determine designated groups' representation by geographical location, salary and group within Canada Post and, where underrepresented, to identify appropriate policy and programs to rectify the situation. The Employment Equity data is also utilized on a yearly basis to provide the Annual Report to Employment and Immigration Canada. ***Retention and Disposal Standards:*** Paper records are retained for three years after their use to compile reports to Parliament. A retention schedule for the electronic records is under development. ***PAC Number:*** 88-007 ***TBS Registration:*** 001353 ***Bank Number:*** CPC PPE 810

Financial Accountability Cases
Description: This bank includes such information as job titles, work locations, occasional credit reports, investigation reports on losses, statements by persons involved, legal advice concerning disposition of cases, the decisions of the committees and follow-up information (for example, concerning collection, payment, prosecution, garnishment, other legal proceedings). (Note that legal documents are stored in Employee Personal File, CPC PPE 802 and/or Payroll, Benefits and Attendance, CPC PPE 815 and Legal Affairs, CPC PPE 827). ***Class of Individuals:*** Canada Post employees, agents, contractors and others involved in actual or suspected losses of financial assets. ***Purpose:*** The purpose of this bank is to support committees on financial accountability, which review financial losses incurred by the Corporation, and to facilitate the collection of accounts due to the Corporation. ***Consistent Uses:*** The records in the bank are used to help correct situations that have led to financial losses within Canada Post, both in terms of recovering funds and preventing future losses. ***Retention and Disposal Standards:*** Records are retained for six fiscal years after the year of recovery or write-off of the debt or loss. Disposal of related records in the above-noted information banks is governed by the retention schedule for those banks. ***PAC Number:*** 88-007 ***TBS Registration:*** 001763 ***Bank Number:*** CPC PPE 818

Fleet Management
Description: This bank contains such records as vehicle operator declarations, information supporting provincial and Canada Post Corporation Operators' permits, factual statements regarding medical restrictions on driving vehicles, safe driving awards, accident histories and reports, preventability assessments, training undertaken and copies of claims for damages, settlement transactions and other correspondence about accidents involving Corporation-owned and leased motor vehicles. Certain information exists in automated form. (Note that the greater proportion of records on motor vehicle accidents involving claims are stored in Risk Management Claims, CPC PPE 819). Individuals seeking access to this bank should specify CPC vehicle operator permit number and, if applicable, such accident details as location and date. ***Class of Individuals:*** Drivers of Canada Post vehicles. ***Purpose:*** The purpose of this bank is to support the efficient and safe use of vehicles. ***Consistent Uses:*** Consistent uses for the records are to validate provincial and Canada Post Corporation permits and maintain a record thereof; to help determine liability for and the preventability of motor vehicle accidents and to help reach damage settlements with third parties; to grant safe driver awards; and to identify and provide for training needs and other preventative measures. (Notations concerning training undertaken and preventability assessments may be attached to the Employee Personal File, CPC PPE 802). Identifying information is provided to provincial transportation departments with the full knowledge of the individual concerned, to obtain driving records (for example, demerit points, license suspensions). ***Retention and Disposal Standards:*** Vehicle operator histories (which include a summary of training taken) are retained for two years after an individual ceases to be an operator and then destroyed. Test scores are retained in accordance with the requirements of various collective agreements, but for a minimum of two years. Accident reports, preventability assessments and copies of claims settlement records are retained for six years after last administrative use. ***PAC Number:*** 88-007 ***TBS Registration:*** 002011 ***Bank Number:*** CPC PPE 825

Grievances and Arbitrations
Description: This bank contains such information as presentations by employees and bargaining unit representatives, receipt notices and replies by management, testimony by witnesses, legal opinions, investigation and analysis reports, job descriptions (for classification grievances) and decisions and statements by arbitrators, the Canada Labour Relations Board and the Federal Court and related correspondence. Certain information exists in automated form, in the Labour Relations Grievance and Jurisprudence Information Systems (LRGIS and LRJIS, respectively). LRGIS contains such data as grievor name, the location, level and subject of the grievance, dates, and other information relating to its processing. LRJIS contains summaries of arbitration cases, such as grievor name and type of grievance, decision grounds and arbitrator's comments. This bank also contains the Social Insurance

Number, which will continue to be used as an employee identifier until such time as it can be replaced by a CPC employee numbering system. Individuals seeking access to records in this bank should specify their name, bargaining unit and the grievance/arbitration number or other particulars, such as date, location and subject matter. ***Class of Individuals:*** Individual grievances submitted by certified bargaining units, or by Canada Post Corporation, who have alleged a violation of a collective agreement. ***Purpose:*** The purpose of this bank is to support the resolution of grievances related to the interpretation of collective agreements. ***Consistent Uses:*** The records in it are used to process and resolve collective agreement interpretation grievances through all levels in the grievance process, including referrals to divisional headquarters, corporate head office, arbitration, the Canada Labour Relations Board, or the Federal Court; for research purposes, such as trend and subject analyses; to inform senior management of landmark cases and of growing or recurring labour relations problems; and to train and educate Labour Relations officers. LRGIS facilitates the processing of grievances and generates reports used in collective bargaining. LRJIS provides management with ready access to arbitration summaries (which are largely a matter of public record). ***Retention and Disposal Standards:*** Records are retained for three years after resolution or withdrawal unless the case goes to arbitration, in which case the records are retained for 21 years after the year of decision or withdrawal. A sample of grievance/arbitration records is also transferred to the National Archives of Canada. If they are judged by the National Archivist to have historical/archival value, they are retained permanently. If the records are judged to have jurisprudential value, publicly available summaries are retained (in LRJIS) for fifteen years. ***PAC Number:*** 88-007 ***TBS Registration:*** 001356 ***Bank Number:*** CPC PPE 813

Heritage Club
Description: The Heritage Club Database System contains records such as: name, membership number by chapter, home address and telephone number, service entry and retirement dates, award distribution and, in the case of long-service employees, social insurance numbers. ***Class of Individuals:*** Former employees with a minimum 10 years service and long–service employees (25 years or more) are eligible for membership. ***Purpose:*** The Heritage Club is a Canada Post Corporation recognition program that also provides a means of friendly association and community service among former and long-service employees. ***Consistent Uses:*** Heritage Club records are grouped into 31 chapters across Canada and are used to: provide commemorating gifts after the appropriate number of years of service and at retirement; to organize social functions such as banquets; and to support community and worthwhile corporate programs, such as the National Letter Writing Competition, Letters to Santa Claus, Scholarship, etc. Taxable benefits are reported to Payroll Operations, for inclusion on Revenue Canada – Taxation T-4 slips. ***Retention and Disposal Standards:*** Taxable benefit records are retained six years after the last financial transaction. A schedule for the Heritage Program Database System is under development. ***TBS Registration:*** 002989 ***Bank Number:*** CPC PPE 830

Human Resource Information System (HRIS)
Description: This computerized bank supersedes the previous system of the same title (old HRIS), as well as Personnel Database (CPC PPE 803). It contains such information as Canada Post start date and years of Canada Post service, public service start date, pensionable service base date and years of pensionable service, employee identification number, birthdate, sex, home address and telephone number, emergency contact, employee type (full-time, part-time, term, casual, etc.), position title and number, official language status, exclusion code, length of work week, base salary, work unit, location and telephone number, bilingual capability, security clearance level, performance appraisal results, appointment history, termination date and reason. The social insurance number is collected and used for non-statutory purposes, until such time as it can be replaced for these purposes by the employee identification number ***Class of Individuals:*** There are records and data on all existing CPC employees, whether regular, term, casual, full-time or part-time; as well as on former employees terminated since 1985. ***Purpose:*** To support the compensation and benefits of all CPC employees. ***Consistent Uses:*** The records are used: in support of such personnel functions as organizational design, staffing, reliability checks, compensation and benefits, payroll and attendance, human resource planning and development, performance evaluations, training, occupational health and safety, travel and relocation, employment equity, labour relations, discipline, demotion and termination; to facilitate the supervision of employees (supervisors contribute and will have access to certain data on those employees reporting to them, as well as on those being considered for a position within their work unit); to conduct corporate surveys and mail corporate publications; to produce management reports (e.g., regarding official languages, human rights and employment equity, labour supply/demand forecasts); and for other research purposes (e.g., industrial relations research, organizational studies, inter-firm comparisons, trend analyses). Limited information is provided to benefit carriers (e.g., insurance companies) to validate and administer employee claims; to other agents under strict security (e.g., employee surveys); and to collective bargaining agents for dues check-off purposes. ***Retention and Disposal Standards:*** Disposal of data related to the various programs supported by HRIS are governed by the retention schedules applicable to their pertinent banks. ***PAC Number:*** 88-007 ***TBS Registration:*** 001348 ***Bank Number:*** CPC PPE 804

Human Rights
Description: This bank contains confidential letters of complaint and interview notes with complainants, those alleged to have harassed or discriminated against the complainant and witness statements, as well as

investigation and analysis reports and records of decisions taken. Background information varies with the complaint, but could include grievances, medical reports and correspondence. Individuals seeking access to this bank should specify the name of the complainant and the location and date of the incident/complaint. ***Class of Individuals:*** Individuals submitting discrimination complaints and individuals alleged to have harassed or discriminated against complainants. ***Purpose:*** The purpose of this bank is to support the resolution of the allegations of discrimination based on prescribed grounds set out in the Canada Human Rights Act. ***Consistent Uses:*** The records in it are used to help determine whether or not harassment or discrimination has occurred. (Note that records of complaints are not stored on the complainant's Employee Personal File, CPC PPE 802); and to recommend and support management decisions on the transfer and discipline of employees or other corrective action (e.g., when the source of the complaint is a Canada Post policy or procedure). Individuals found to have harassed or discriminated may have a disciplinary notice to that effect placed on their Employee Personal File. Information may be disclosed in confidence to relevant Corporation officials and to the Canadian Human Rights Commission, to facilitate resolution of complaint. ***Retention and Disposal Standards:*** Records are retained for two years after the calendar year of last administrative use, which is usually resolution of the complaint. ***PAC Number:*** 88-007 ***TBS Registration:*** 001352 ***Bank Number:*** CPC PPE 809

Investigative Body Requests – Employees
Description: This bank contains requests made by investigative bodies, as well as records of disclosure (if the request is granted), occasional legal opinions and related material. Individuals seeking access to this bank should provide their full name and address. ***Class of Individuals:*** Individuals who are the subject of, or party to, lawful investigations. ***Purpose:*** The purpose of this bank is to ensure that requests by law enforcement agencies for personal information held by Canada Post are properly authorized. ***Consistent Uses:*** The records in it are used to monitor the information requested by and/or provided to law enforcement agencies, and to ensure compliance with the Privacy Act, the Canada Post Corporation Act and corporate policy. The records may be viewed by the Privacy Commissioner or delegate, when investigating complaints. ***Retention and Disposal Standards:*** Records in this bank are retained for two years after the year of their last administrative use (which is normally the decision to grant or refuse the request, or the processing of subsequent requests or complaints relating to the original request), and are then destroyed. ***TBS Registration:*** 001342 ***Bank Number:*** CPC PPE 829

Legal Affairs
Description: This bank contains information relating to potential and actual claims by or against the Corporation, contracts and agreements, arbitrations, memoranda, opinions and advice and other legal matters involving the Corporation. Note that copies of opinions and other legal documents may also be stored in other personal information banks. ***Class of Individuals:*** Individuals involved in legal matters. ***Purpose:*** The purpose of this bank is to provide a record of legal opinions and advice to, as well as representation on behalf of, the Corporation. ***Consistent Uses:*** The records are used to provide legal opinions and advice to the Corporation and for representing the Corporation and protecting its interests. ***Retention and Disposal Standards:*** Records are retained for ten years after the year of termination of contact or disposal of the property and then destroyed. Claims by or against the Corporation, labour arbitrations and related legal matters are retained for twenty-one years after the year of settlement. Memoranda (citing authority), opinions and advice are retained 100 years after case closed. ***TBS Registration:*** 002078 ***Bank Number:*** CPC PPE 827

National Time & Attendance System
Description: This computerized bank contains, in report form, such information as employee name, employee identification number, hours worked and work station movement during a scheduled shift, overtime hours, shift premiums, work breaks, shift schedules, scheduled leave or rest days off, and unscheduled absences. Note that some hard copy information may be located in the Payroll & Attendance information bank (CPC-PPE-815). ***Class of Individuals:*** All existing or recently terminated employees presently or formerly assigned to a National Time & Attendance site. ***Purpose:*** The purpose of this information bank is to capture time and leave information at the NTA sites to monitor employees' work station movement during shifts and obtain a breakdown of labour distribution within each facility. ***Consistent Uses:*** The records are used to confirm employee pay and related entitlements, determine labour distribution patterns per shift within each NTA facility, schedule regular and casual employees, conduct audits, and compile statistics. On-line data is maintained for a total of sixteen weeks, after which it is archived on magnetic tape. Employees seeking access to this bank are requested to provide their employee identification number, work location, and to specify the time period for which the data is sought. ***Retention and Disposal Standards:*** Records will be retained for a minimum two-year period. ***TBS Registration:*** 003547 ***Bank Number:*** CPC PPE 831

Northern Services
Description: Hard copy records include birth/marriage certificates; isolated post allowance, school acceptance and common law declarations; official native status certificates; travel entitlement and claim documents; and attendance records. Automated data includes name, employee ID number, marital status, birthdate, home address, attendance, leave, salary and travel data, bergaining unit, office profile, position data, dependent profiles, isolated post allowance and other special entitlements. Data on new employees is obtained from CPC's Human Resources Information System (CPC PPE 804); and shared with Disbursements (see

Accounts Payable, CPC PPE 820) and Payroll Operations (See Payroll, Benefits & Attendance CPC PPE 815). ***Class of Individuals:*** Approximately 300 Northern Services employees and their dependants. ***Purpose:*** To support the compensation of Northern Services employees. ***Consistent Uses:*** To determine and administer the isolated post allowances of Northern Services employees (a taxable benefit), including their families' travel expenses; to verify appointment data; to maintain duty rosters; to monitor attendance and travel expenses; to conduct mailings of unique interest to Northern Services employees; and, to respond to enquiries. ***Retention and Disposal Standards:*** Records will be retained for a minimum two-year period following termination. ***TBS Registration:*** 003548 ***Bank Number:*** CPC PPE 832

Parking

Description: This bank contains permit applications for parking, and related correspondence about parking of motor vehicles on property owned or leased by Canada Post. Records of transactions also exist in automated form. Individuals seeking access to this bank should specify employment location and dates. ***Class of Individuals:*** Canada Post employees and contractors who have applied for or received CPC parking permits. ***Purpose:*** The purpose of this bank is to support the control of parking at certain Canada Post facilities. ***Consistent Uses:*** The records are used to control the issue and revocation of parking permits and the prosecution of parking violators (by the RCMP). The records also may be used to help co-ordinate car pools. Note that certain records are beyond CPC control as many employees have personal contracts with private parking lot operators. ***Retention and Disposal Standards:*** The records are retained for two years after the fiscal year of expiry of the permit, and then destroyed. ***TBS Registration:*** 001359 ***Bank Number:*** CPC PPE 817

Payroll, Benefits & Attendance

Description: This bank contains such records as letters of authorization (for example, performance pay, bilingual bonus, acting pay, unemployment insurance exemptions), registration forms (for example, staffing forms, group surgical-medical and insurance plan applications), TD1, T4 and other tax deduction information, union dues, health insurance and Canada Pension Plan deductions, savings plan and deposit instructions, rebates, records of fines, suspensions, time cards, absence reports, physicians' certificates and other attendance and leave forms, year-to-date earnings statements and, if applicable, records related to allowances, incentives, perquisites, overpayments, garnishment and termination. Other supporting documentation includes copies of birth certificates,physicians' certificates associated with sick leave, marriage/separation/divorce papers, next of kin in case of emergency, powers of attorney and estate records such as the names of beneficiaries. Certain information exists in automated form, in Comcheq computer systems and in the following Canada Post systems: Head Office Leave and Attendance; the Canadian Postmasters and Assistants Association System (for semi-staff and revenue post offices); the National Overpayment System; Pay System; Admail Pay System; and Canadian Union of Postal Workers Casual Pay System. (Note that copies of authorization, registration forms, TD1 information and records relating to allowances, incentives, perquisites, garnishments and termination are also stored in the Employee Personal File, CPC PPE 802). This bank also contains the Social Insurance Number, which is obtained for the purpose of reporting to such statutory agencies as Revenue Canada and Human Resources Canada. Employees seeking access to this bank should specify employment location and dates of interest, as well as whether specific payroll records are required and whether attendance or pay information is required. ***Class of Individuals:*** All existing and recently terminated Canada Post Corporation employees, as well as Admail workers. ***Purpose:*** The purpose of this bank is to support the attendance and leave function and the payment of salaries and financial benefits to employees. ***Consistent Uses:*** The records are used to provide information necessary for all salary administration and payroll functions for Canada Post Corporation – for example, to calculate pay, to issue cheques, to make deposits for employees and to respond to employees' pay enquiries; to enable the audit and reconciliation of payroll accounts (such as to settle overpayments, to collect debts owed the Corporation, and to enforce orders of garnishments); and provide other payroll and attendance data to management for pay/benefits costing and productivity analyses, for collective bargaining purposes, for budgeting, etc. Information is shared with Government Services Canada (to pension administration), with Revenue Canada (Taxation) (re: income and deductions), with provincial workers' compensation boards and with provincial health insurance agencies and group medical insurers. Information is also disclosed to Human Resources Canada, notably with regard to terminated employees, in accordance with the Unemployment Insurance Act and Regulations. The records are also used to assist in the processing of disability and workers' compensation claims and pay related employee complaints and grievances (CPC PPE 813). ***Retention and Disposal Standards:*** Attendance Records are retained for three fiscal years after fiscal year of submission. Annual attendance records and other payroll records are retained for the duration of employment with Canada Post. One year after termination, these records are transferred to National Archives of Canada and destroyed when the employee reaches age eighty or two years after death (provided two years have elapsed since last administrative use). Data in the Head Office Leave and Attendance System is retained for three years. Year-end Canadian Postmasters and Assistants Association data files are retained for two years. Data in the National Overpayment System are retained for six years after last administrative use. ***PAC Number:*** 88-007 ***TBS Registration:*** 002010 ***Bank Number:*** CPC PPE 815

Postal-Related Crimes/Offences
Description: This bank contains information gathered during investigations and details of the crime(s) committed. For example, information on employees involves such offences as theft of mail or embezzlement. Information on members of the general public involves national or international crimes, burglary of post offices and street box equipment, forgery of money orders, theft of mail, the illegal transportation of explosives and other dangerous substances and mail vehicle robberies. In addition, intelligence is collected regarding individuals or firms suspected of using the mails for an illegal purpose. This bank also contains the Social Insurance Number, which will continue to be used as an employee identifier until such time as it can be replaced by a CPC employee numbering system. ***Class of Individuals:*** Canada Post employees, contractors and members of the general public who are suspected or known to be involved in the above-noted postal related crimes/offences as defined by the Canada Post Corporation Act and Regulations, as well as Criminal Code offences involving the mail. ***Purpose:*** The purpose of this bank is to help solve and reduce postal related crimes and offences, and to provide for the security of the officers and employees of the Corporation, the property of the Corporation, and anything in the course of post. ***Consistent Uses:*** The records in it are used to support investigative and intelligence activities designed to solve or reduce crimes against Canada Post Corporation. Certain information may be shared with the security branches of other postal administrations, other federal investigative bodies, police agencies and, where warranted, with the Department of Justice for possible prosecution. ***Retention and Disposal Standards:*** Records are retained for ten years after completion of the investigation or judicial or quasi-judicial proceedings and then destroyed. Records of proceedings dealt with under subsection 41 of the Canada Post Corporation Act, when a prohibitory order has been issued, are retained for three years after the year the order ceases to have effect, and then transferred to the National Archives of Canada. If the records are judged by the National Archivist to be of historical/archival value, they are retained permanently. ***PAC Number:*** 88-007 ***TBS Registration:*** 001365 ***Bank Number:*** CPC PPE 824

Postmark Awards
Description: This bank contains such records as nomination forms for various Golden and Silver Postmark awards, and records related to their processing. Types of personal information collected includes name, work location, home address and phone number, and information supporting the nomination. This bank also contains the social insurance numbers of award winners, as, by law, taxable benefits must be reported to Revenue Canada-Taxation. These are reported to Finance for the completion of T-4 statements. ***Class of Individuals:*** Employees and ex-employees who have been nominated in any of the award categories, including commitment to service, community and customer service, humanitarian achievements and leadership. (Note that: safe driving awards are contained in Fleet Management/CPC PPE 825; long service awards are contained in Heritage Club/CPC PPE 830; employee suggestion awards are contained in Employee Involvement Program/CPC PPE 807; and, attendance recognition awards are contained in Employee Personal File/CPC PPE 802). ***Purpose:*** To recognize and honour the exceptional achievements of CPC employees. ***Consistent Uses:*** Nominations are acknowledged and facts verified prior to their submission to divisional selection committees. These committees apply selection criteria to choose winners in each category. Silver Postmark winners are automatically eligible for Golden Postmarks. Awards are presented at annual ceremonies. Award winners may be identified in internal communications and posters (with their consent). The fact of winning an award may also be attached to the employee's personal file or to his or her Human Resource Information System file (No. PPE 804). ***Retention and Disposal Standards:*** Rejected nominations and related documentation are destroyed immediately after winner's selection. Winning nominations and related documentation, including Postmark Awards Automated System data, are retained six years after presentation of the award. ***TBS Registration:*** 003160 ***Bank Number:*** CPC PPE 850

Privacy Act Requests/Complaints
Description: This bank contains the request forms submitted by individuals seeking access to their files, the replies to such requests and information related to their processing, including exempt material and legal opinions. It also includes records of complaints to the Privacy Commissioner of Canada and their resolution, informal complaints, exceptional third party requests and other issues referred to privacy coordination staff for advice or decision. This bank also contains the Social Insurance Number of some applicants, only because the old Treasury Board request forms used by applicants contained a Social Insurance Number field. Individuals seeking access to this bank should specify the approximate date(s) of the request(s) concerned. ***Class of Individuals:*** Canada Post employees, contractors, customers and other individuals who have submitted formal access, correction/notation requests, or internal requests for advice under the Privacy Act to the Corporate Privacy Co-ordinator or complaints to the Privacy Commission; or who are the subject of exceptional third party requests. ***Purpose:*** The purpose of this bank is to support the processing of requests and complaints submitted by individuals under the Privacy Act, and to retain an audit trail of actions taken. ***Consistent Uses:*** The records in it are used to process access, correction and notation requests; to respond to Privacy Commission complaints, and to report annually to Parliament on their disposition. Annotations regarding exemptions, corrections and disclosures to third parties may be attached to the records requested. Records may be disclosed to the Privacy Commissioner and to the Federal Court, to facilitate the resolution of complaints or court actions. ***Retention and Disposal Standards:*** Records are retained for two years after the year of last administrative use (which is normally the provision of

records requested under the Privacy Act, the processing of correction or notation requests or the resolution of complaints), and then destroyed. ***TBS Registration:*** 001366 ***Bank Number:*** CPC PPE 828

Reliability Checks
Description: This bank contains criminal record name checks and if applicable, fingerprints, criminal records, recommendations, decisions, appeals and related correspondence. Limited information exist in automated form as a data element of the Human Resource Information System (CPC PPE 804). Individuals seeking access to this bank should specify employment location and dates. ***Class of Individuals:*** Prospective and existing Canada Post employees and contractors who do not have security clearances, but who require reliability checks because of their ready access to mail, cash and other valuable assets. ***Purpose:*** The purpose of this bank is to help ensure the security of Canada Post employees and property and anything in the course of post. ***Consistent Uses:*** The records are used to help determine an individual's reliability. Identifying information is disclosed to the RCMP, in order to determine whether individuals have criminal records. ***Retention and Disposal Standards:*** Records are retained for two years after the year the check is completed, and then destroyed. If notified that a pardon has been granted, the criminal records in question are destroyed immediately. ***PAC Number:*** 88-007 ***TBS Registration:*** 001363 ***Bank Number:*** CPC PPE 822

Relocation
Description: This bank contains such records as letters of offer, authorization, advances, claims supplier payments, receipts and correspondence about relocation and, where applicable, records of real estate transactions. Expense data also exists in automated form in the Relocation Sub-Ledger System. (Note that payment records also are stored in Accounts Payable, CPC PPE 820.) This bank also contains the Social Insurance Number where pre-1993/94 files are concerned. Individuals seeking access to this bank should specify the locations involved and the approximate dates. ***Class of Individuals:*** Canada Post employees who have been relocated, as well as on new employees who move to take up Canada Post positions. ***Purpose:*** The purpose of this bank is to support the relocation of employees. ***Consistent Uses:*** The records are used to administer the relocation function, involving authorizations, advances, claims and payments; and for budgeting, audit and research purposes. Information may be disclosed with full knowledge of the individuals concerned to relocation firms and moving companies and to lawyers acting for either party, to facilitate the relocation. ***Retention and Disposal Standards:*** Records are retained for six fiscal years after the year of the last financial transaction. Housing subsidy case files are retained for six fiscal years after the end of the housing subsidy. Relocation sub-ledger system records are destroyed six fiscal years after receipt and verification of input data. ***TBS Registration:*** 001358 ***Bank Number:*** CPC PPE 816

Risk Management Claims
Description: This bank contains records regarding claims for damages involving property, liability and automobile accidents, legal opinions, settlement transactions and other correspondence related to motor vehicles, and other accidents involving third parties. The records contain information on the parties involved, their insurers (if applicable) and the nature of the injury or loss (e.g., lost employment or salary). The records also concern losses due to fire and such crimes as robbery, break and enter and vandalism. Limited information exists in automated form, in the Risk Management Information System. Data elements include the names of the employee and claimant, the type of loss and settlement cost. Note that payment records are also stored in Accounts Payable, CPC PPE 820; that vehicle driver records (including records of accidents not involving third party claims) are stored in Automotive Services (CPC PPE 825); that workers' compensation board claims are stored in Worker's Compensation Board Claims (CPC PPE 845); and that claims involving delayed, lost or damaged mail are stored in Customer Service (CPC PPU 030). Individuals seeking access to this bank should specify details such as incident location and date. ***Class of Individuals:*** Canada Post employees involved in claims, such as drivers of Corporation vehicles and letter carriers, as well as on third parties making claims or from whom the Corporation is seeking damages. (See also Financial Accountability Cases, CPC PPE 818, CPC PPU 065). ***Purpose:*** The purpose of this bank is to support the resolution of Corporation and third party claims. ***Consistent Uses:*** Records are used to determine liability for motor vehicle, fire and other accidents involving third parties; to approve damage settlements, such as payments by and to the Corporation (as postal vehicles are insured, claims are handled by outside adjusters); to support claims by Canada Post against insurance policies in force; and to facilitate loss control and other measures to prevent recurrences. Note that certain information may be provided to insurance companies, lawyers acting on behalf of either party and the police, to facilitate resolution of the claim. ***Retention and Disposal Standards:*** Records are retained for six years after the fiscal year during which the claim by or against the Corporation is settled, unless a minor was involved, in which case the records are retained for six fiscal years after the minor's age of majority (varies from province to province). ***PAC Number:*** 88-007 ***TBS Registration:*** 001360 ***Bank Number:*** CPC PPE 819

Scholarship Program
Description: This bank contains such records as application forms, awards, and related correspondence. Personal information collected includes home and school addresses and telephone numbers, samples of work, letters of recommendation, educational transcripts, and proof of university registration. A limited amount of personal information exists in automated form. Social insurance numbers are collected from winning candidates as, by law, scholarship data must be reported to Revenue Canada-Taxation. These are

reported to Finance for the completion of T-4 statements. ***Class of Individuals:*** Children of regular full and part-time employees who have submitted applications. ***Purpose:*** To support the administration of a scholarship program for the children of CPC employees. ***Consistent Uses:*** Applications are evaluated on the basis of academic achievements and leadership qualities as demonstrated through school and/or community involvement. Divisional selection committees choose the winning candidates, who are thereby notified by the program manager. After the award of a scholarship and prior to the emittance of a cheque, the candidate's SIN and proof of university registration are collected. As a condition of renewal of the scholarship, an official transcript and proof of registration for the following year are required. Scholarship winners and/or their parents may be publicized, mainly for internal communication purposes. ***Retention and Disposal Standards:*** Unsuccessful applications are retained for three years after the year of the scholarship award decision. Successful scholarship records are retained for six fiscal years after the year the scholarship is awarded. Scholarship program database records are retained for six fiscal years after receipt and verification of input data. ***TBS Registration:*** 003157 ***Bank Number:*** CPC PPE 835

Security Clearances
Description: This bank contains such records as personal history forms, criminal record name checks and, if applicable, fingerprints, criminal records, summaries of RCMP and Canadian Security Intelligence Service (CSIS) investigations adverse findings, appeals, updates, cancellations, pardons and related correspondence. Limited information may exist in automated form as data elements of the Human Resource Information System (CPC PPE 804). Data elements include name, clearance level granted versus level required for the position and whether it is due for renewal. Individuals seeking access to this bank should specify employment location and dates. ***Class of Individuals:*** Canada Post employees and contractors who occupy or are about to occupy positions involving access to financial and other assets and sensitive information and systems. ***Purpose:*** The purpose of this bank is to help determine the suitability of employees and contractors being considered for, or in, security-risk positions. ***Consistent Uses:*** The records in it are used to determine the level of security clearance; and to support decisions on transfers, promotions and termination of employment. Monthly computer printouts are used to ensure the security clearance level of individuals is adequate for the positions they occupy. A notation of level of clearance may be attached to the Employee Personal File (CPC PPE 802). Details of RCMP and CSIS investigations that may have taken place are stored in those agencies' security clearance banks. ***Retention and Disposal Standards:*** Paper records are retained for two years after termination of employment or contract and then destroyed. If notified that a pardon has been granted, the criminal records in question are destroyed immediately. ***TBS Registration:*** 001362 ***Bank Number:*** CPC PPE 821

Special Services
Description: This bank contains personal information compiled during the handling of sensitive personnel issues including assessments of the problem, alternative solutions, recommendations and the eventual decision, such as continuation, discipline, redeployment, demotion or separation. (Note that payment records are also stored in Accounts Payable, CPC PPE 820). ***Class of Individuals:*** A small percentage of excluded Canada Post employees, namely those referred to Special Services because they are believed to be problem employees or because their positions have been declared redundant. ***Purpose:*** The purpose of this bank is to support the provision of objective advice to senior management on sensitive cases involving excluded employees. ***Consistent Uses:*** The records in it are used to ensure that referrals are handled legally, humanely and consistently. Notations of decision taken (without reasons) may be attached to the individual's Employee Personal File (CPC PPE 802). ***Retention and Disposal Standards:*** Records are retained for 12 years after last administrative use (e.g., resolution of the issue) and then destroyed. ***PAC Number:*** 88-007 ***TBS Registration:*** 001355 ***Bank Number:*** CPC PPE 812

Staffing and Employment
Description: This bank contains such records as solicited and unsolicited job applications, acknowledgement of receipt letters, staffing action requests, job descriptions, salary ranges, selection profiles, competition posters, transfer requests, seniority, surplus, layoff, re-call and eligibility lists, human resources inventory printouts, résumés of work experience and education, reference letters and checks, official languages knowledge examination papers, tests and results, occupational personality profiles, lists of candidates, interview notes and rating board assessments, eligibility lists, offers of employment, notices to candidates of right to appeal, other appeal documents and related correspondence. This bank also contains the Social Insurance Number which will continue to be used as an employee identifier until such time as it can be replaced by a CPC employee numbering system. Individuals seeking access to this bank should specify the competition number and date, if applicable, as well as position title and location. ***Class of Individuals:*** Individuals who apply for or are hired to fill temporary and permanent positions with Canada Post Corporation. ***Purpose:*** The purpose of this bank is to support internal staffing and external recruitment activities. ***Consistent Uses:*** Job applications are screened when vacancies arise. Staffing records are used to provide impartial information to match new and vacant positions to the most qualified candidates (notations of staffing decisions may be stored in the Employee Personal File, CPC PPE 802; in Payroll and Attendance, CPC PPE 815; and in the Human Resource Information System, CPC PPE 804; to assist in succession planning and career development; to provide

feedback to candidates regarding their applications and job interviews; and to process complaints, appeals and grievances concerning appointments and promotions (see Grievances, CPC PPE 813). Limited personal information regarding seniority, surplus and layoffs may be posted, as well as provided to collective bargaining agents. Personal information about successful candidates may be disclosed to unsuccessful candidates under strict conditions of confidentiality, to better explain decisions taken. ***Retention and Disposal Standards:*** Records are retained for two years after last administrative use (which is usually the expiration of the appeal period for competitions), and then destroyed. Layoff/transfer lists are updated continuously and destroyed when superseded. ***PAC Number:*** 88-007 ***TBS Registration:*** 001345 ***Bank Number:*** CPC PPE 801

Supervisory Records
Description: This bank contains working files and notes maintained by some supervisors on employees reporting to them, especially when the employees' official files are maintained off-site. Where files exist, they largely contain convenience copies of records stored in other employee information banks, e.g., leave applications; HRIS print-outs; performance appraisals and awards; accident reports; fitness assessments; attendance, disciplinary and other letters; E-mail print-outs; grievances and replies; and transfer, file and other employee requests and enquiries (see Staffing & Employment CPC PPE 801, Employee Personal File CPC PPE 802, Employee Career File CPC PPE 808, Human Resource Information System CPC PPE 804, Grievances & Arbitrations CPC PPE 813, Payroll, Benefits & Attendance CPC PPE 815, Workers' Compensation Board Claims CPC PPE 845, Employee Health Record CPC PPE 840, Vocational Rehabilitation CPC PPE 851, and Postmark Awards CPC PPE 850). Original documentation could include uniform entitlements, attendance calendars, interview and other notes (including annotated copies) and drafts of letters or reports not yet finalized. To obtain access, employees are encouraged to deal directly with their supervisor. Those submitting formal requests to CPC's privacy coordinator are requested to provide the name and work location of their supervisor(s). ***Class of Individuals:*** Current or recently terminated CPC employees on whom supervisors retain files. ***Purpose:*** To support the supervision of employees, especially at remote work sites. These files provide convenient access to both supervisors and their employees. ***Consistent Uses:*** To monitor attendance, process leave applications, assign work, schedule replacements, document special achievements and recommend employees for corporate recognition programs, impose discipline, respond to grievances, report injuries, and prepare any other correspondence pertinent to the day-to-day administration of the work unit. ***Retention and Disposal Standards:*** Under development. ***TBS Registration:*** 003739 ***Bank Number:*** CPC PPE 803

Training
Description: This bank contains such records as course applications, authorizations, registrations and evaluations, official languages declarations, examination results and certificates, fee payment records and related correspondence. Information on file includes first official language; work location; training requested, required or taken; and dates of training. Limited training data also exists in the Human Resource Information System (CPC PPE 804). (Note that vehicle driving training records are stored in Automotive Services, CPC PPE 825, and certain fee payment records are stored in Accounts Payable, CPC PPE 820.) This bank also contains the Social Insurance Number, where older records are concerned. Individuals seeking access to this bank should specify position title and employment location and dates, as well as types, locations and dates of training courses taken. ***Class of Individuals:*** Employees engaged in training programs or taking outside courses sponsored by Canada Post Corporation, such as in management, official languages, marketing and sales, equipment maintenance, encoding and quality control. ***Purpose:*** The purpose of this bank is to support the training of employees. ***Consistent Uses:*** The records are used to support the approval, registration, participation and evaluation of employees in training programs (including courses conducted by outside parties), and to certify their achievements; to help carry out needs assessments and prepare skill profiles of positions and their incumbents; to project training requirements, course schedules, instructor workloads and budgetary needs; to support decisions on succession planning, attendance and leave, payroll, entitlements and benefits, expense accounts, transfers, promotions and performance appraisals; and to respond to enquiries by employees, their supervisors and their bargaining agent. Participation, exemption and achievement records may be attached to the Employee Personal File (see CPC PPE 802), while information on employees' needs and achievements may be contained in Human Resource Information System (CPC PPE 804). Note that official languages training information on Canada Post employees is shared with and sometimes created by the Public Service Commission and Treasury Board. ***Retention and Disposal Standards:*** Most records (authorizations and tests in particular) are destroyed two years after completion of training. Permanent documents (including official language exemptions, language competence tests, certificates and course descriptions), as well as computerized records, are retained for two years after termination of employment. An historical master file is maintained for ten years, for statistical purposes only. ***PAC Number:*** 88-007 ***TBS Registration:*** 001349 ***Bank Number:*** CPC PPE 805

Vocational Rehabilitation
Description: This bank contains records such as referral sheets, occupational fitness assessments, functional abilities evaluations, summaries of medical status, vocational rehabilitation plans and checklists, interview forms, progress notes, recommendation reports, case

closure reports, and related correspondence. (Note that some consultative records may also be found in Grievances & Arbitrations, CPC PPE 813, Employee Health Record, CPC PPE 840, and Worker's Compensation Board Claims, CPC PPE 845). ***Class of Individuals:*** Canada Post Corporation employees who are permanently partially disabled as a result of injury or illness. ***Purpose:*** To support the reintegration of permanently partially disabled employees. ***Consistent Uses:*** The records in it are used to develop and implement programs for affected employees, to facilitate communications with those concerned with the employee's case (e.g., treating physicians, medical/nursing consultants, line management) to respond to grievances or complaints, to ensure compliance with the Canada Labour Code, Worker's Compensation legislation and Canadian Human Rights Act, and to conduct follow-ups and audits. ***Retention and Disposal Standards:*** Records are retained 100 years after the fiscal year of the employee's rehabilitation. ***TBS Registration:*** 003292 ***Bank Number:*** CPC PPE 851

Work Refusals
Description: This bank contains records such as documented refusals by employee to work in an unsafe condition or location, investigations reports by CPC and Labour Canada safety officers, management-employee interview notes and summaries, Labour Canada decisions, daily information information book entries, records of corrective action taken, and general management correspondence and background material. Some records exist in automated form in the Work Refusals Database. Employees seeking access to this bank are requested to provide details, such as the date and location where they refused to work. ***Class of Individuals:*** All existing or recently terminated employees of Canada Post who have refused to perform work for safety reasons. ***Purpose:*** The purpose of this bank is to ensure and promote a safe workplace. ***Consistent Uses:*** The records are used to evaluate the safety of a specific work location or environment, to conduct fact-finding interviews with the employee(s) concerned, to facilitate the conduct of a CLRB investigation when required, to prepare corporate positions before Labour Canada safety boards, to implement solutions to safety hazards, and to advise affected employees of identified hazards and the precautions needed to avoid them. ***Retention and Disposal Standards:*** Under development. ***TBS Registration:*** 003740 ***Bank Number:*** CPC PPE 806

Workers' Compensation Board Claims
Description: This bank contains such information as: accident and work injury or illness investigation reports; worker's compensation board claims and associated correspondence and forms; occasional legal opinions; records and correspondence regarding referrals and results. Certain non-medical information may also exist on file, for example, diseases or injuries that are unrelated to work. Certain records also exist in automated form, in the Accident Information Reporting System (AIRS). AIRS contains background data (age, sex, etc.) on injured employees, as well as the location, nature, cause, and severity of the accidents and their associated direct and indirect costs. (Note that accident information involving Corporate vehicles or claims by or against the Corporation unrelated to workers compensation boards are stored in Automotive Services, CPC PPE 825, and Risk Management Claims, CPC PPE 819, respectively). This bank also contains the Social Insurance Number, which will be used as an employee identifier until such time as it can be replaced by a CPC employee numbering system. Individual seeking access to this bank should specify employment location as well as date, location and details of injury or illness. ***Class of Individuals:*** Canada Post employees who have had injuries and accidents on duty or, who have made accident or worker's compensation board claims. ***Purpose:*** To support Worker's Compensation Board programs. ***Consistent Uses:*** The records are used to assist employees in dealing with medical problems and to avoid aggravating given conditions via meaningful intervention, medical education and counselling; to authorize leave and benefits (including WCB paid medical and vocational rehabilitation) related to work-related injuries and illnesses; to facilitate the processing of provincial worker's compensation board claims and the administration of injury-on-duty leave and disability benefits (AIRS supports the resolution of claims and the reconciliation of accounts); to establish conditions under which employees subject to certain occupational risks or with identified illnesses or disabilities are able to continue to work, including reinstatement; to provide health and safety details for accident prevention and health protection purposes; and, to process grievances and appeals related to Occupational Health, Safety and Environment (see Grievances and Arbitration, CPC PPE 813). The records also facilitate the study and correction of workplace conditions that contribute to illness or injury, such as the development of preventive programs based on the incidence of certain illnesses and injuries. Composite information may be used in epidemiological studies. Certain information may be disclosed to provincial workers compensation boards, Labour Canada, medical practitioners and bargaining unit representatives, to facilitate claims administration. Limited information is disclosed to Transport Canada regarding, for example, chemical spills involving CPC employees. ***Retention and Disposal Standards:*** Paper records are retained for 100 years after the fiscal year of the last injury. Data In AIRS is transferred to the National Archives of Canada two years after the employee returns to work. ***TBS Registration:*** 003159 ***Bank Number:*** CPC PPE 845

Canada-Newfoundland Offshore Petroleum Board
Chapter 14

Particular Banks

Employee Personnel Records
Description: This bank is under the control of the Human Resources Section. It provides a summary record of an individual's employment with the Canada-Newfoundland Offshore Petroleum Board. The data include appointment certificates, performance assessments, attendance, leave and overtime records, letters of recommendation, curricula vitae, development and training courses, medical and dental insurance claim information, pension information and other personnel and organizational documents. The bank contains records of all individuals in the Canada-Newfoundland Offshore Petroleum Board's employment. Records of former employees are transferred to a dormant file following termination of employment. Employees and former employees may gain access to their records by contacting the Human Resources Section. ***Class of Individuals:*** Employees of the Board. ***Purpose:*** To provide a summary record of the individual's employment with the Canada-Newfoundland Offshore Petroleum Board. ***Retention and Disposal Standards:*** Following termination, records of former employees are transferred to a dormant file. The information is destroyed when the individual reaches the age of 70, or two years after the death of the individual, provided two years have elapsed since the last administrative action. ***TBS Registration:*** 002309 ***Bank Number:*** CNP PPE 801

Canada-Nova Scotia Offshore Petroleum Board
Chapter 15

Particular Banks

Employee Personnel Records
Description: This bank contains information on employees and former employees of the Board relating to their employment with the Board. Information may be included on an employee's age, sex, citizenship, home address, phone number, education, employment history, references, performance assessments, appointments, transfers, promotions and demotions, periods of employment, attendance, leave and overtime records, training and development courses taken, salary, superannuation, insurance (including names of beneficiaries), disciplinary actions, and similar information related to employment. The bank contains records of all Board employees. Records of former employees are transferred to a dormant file following termination of employment. Employees and former employees may gain access to their records by contacting the Manager, Administration, Industrial Benefits and Legal. ***Class of Individuals:*** Employees and former employees of the Board. ***Purpose:*** To provide a record of information on employees and former employees relating to their employment with the Board. ***Consistent Uses:*** Information may be used for purposes of employment references or group insurance. ***Retention and Disposal Standards:*** The records of former employees are transferred to a dormant file following their termination of employment with the Board. The information in an individual's file is destroyed when the individual reaches the age of 70, or two years after the death of the individual, provided at least two years have elapsed since the last administrative action. ***TBS Registration:*** 003314 ***Bank Number:*** NS PPE 805

Canadian Centre for Management Development
Chapter 16

Central Banks

Departmental Contact Identification System
Description: This information bank may contain basic information on financial contacts and departmental training coordinators with whom the Centre deals in the delivery of its training activities. ***Class of Individuals:*** Financial contacts and departmental training coordinators. ***Purpose:*** This information bank exists to establish and maintain a list of contacts in order to forward relevant information regarding the participation of members of their departments on CCMD courses and programs, and to provide them with information for billing purposes. ***Consistent Uses:*** This information bank provides the information necessary to communicate by mail, telephone or facsimile with financial and

departmental training coordinators. ***Retention and Disposal Standards:*** The files are retained as long as the information is still valid. ***TBS Registration:*** 003327 ***Bank Number:*** CMD PCE 703

Particular Banks

EXPERTS Data Base
Description: This database is designed to give easy access to information on the expertise of the people at CCMD. ***Class of Individuals:*** All CCMD personnel. ***Purpose:*** The Experts Database can be used to identify areas of expertise and associate them with the names of CCMD staff; and to provide a standard set of key words for the expertise and knowledge areas. ***Consistent Uses:*** This information bank can be used to assist in the formation of learning networks and project teams and to contribute to the goal of advancing CCMD as a learning organization. ***Retention and Disposal Standards:*** The database is updated annually and individual records are destroyed when the employee concerned leaves the Centre. ***TBS Registration:*** 003323 ***Bank Number:*** CMD PPE 801

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Conflict of Interest and Post-Employment Code
Employee Assistance
Employee Personnel Record
Employment Equity Program
Incentive Awards
Occupational Safety and Health
Official Languages
Parking
Pay and Benefits
Performance Reviews and Employee Appraisals
Staffing
Training and Development
Travel and Relocation

Canadian Centre for Occupational Health and Safety

Chapter 17

Particular Banks

Conflict of Interest
Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations, investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties. ***Class of Individuals:*** Departmental employees. ***Purpose:*** The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest. ***Consistent Uses:*** To support decisions on transfers, discipline and termination of employment. ***Retention and Disposal Standards:*** Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed. ***PAC Number:*** 85-001 ***TBS Registration:*** 000992 ***Bank Number:*** OHS PPE 801

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Discipline
Employee Assistance
Employee Personnel Record
Employment Equity Program
Grievances
Harassment
Identification and Building-Pass Cards
Occupational Safety and Health
Official Languages
Pay and Benefits
Performance Reviews and Employee Appraisals
Staffing
Training and Development
Travel and Relocation
Vehicle, Ship, Boat and Aircraft Accidents

Canadian Commercial Corporation
Chapter 18

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Conflict of Interest and Post-Employment Code
Discipline
Employee Assistance
Employee Personnel Record
Employment Equity Program
Grievances
Harassment
Identification and Building-Pass Cards
Occupational Safety and Health
Official Languages
Parking
Pay and Benefits
Performance Reviews and Employee Appraisals
Security Clearance
Staffing
Training and Development
Travel and Relocation

Canadian Cultural Property Export Review Board
Chapter 19

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Employee Personnel Record
Identification and Building-Pass Cards
Official Languages
Parking
Pay and Benefits
Performance Reviews and Employee Appraisals
Security Clearances
Staffing
Training and Development
Travel and Relocation

Canadian Dairy Commission
Chapter 20

Particular Banks

Employee Personnel Records
Description: This bank is under the control of the Human Resources Office. It provides a summary record of an individual's employment at the CDC. The data include appointment certificates, performance assessments, attendance, leave and overtime records, letters of recommendation, curriculum vitae, development and training courses and other personnel and organizational documents. The bank contains records of all employees in the Administration Support, Administrative and Foreign Service, Scientific and Professional, Technical, and Executive categories. The bank is used to provide information for manpower planning and general personnel management. Employees may access their records by contacting the Human Resources Office. Records of former employees are transferred to the National Archives of Canada two years following termination of employment. ***Bank Number:*** CDC PPE 801

Canadian Environmental Assessment Agency

Chapter 21

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Incentive Awards

Official Languages

Pay and Benefits

Performance Reviews and Employee Appraisals

Staffing

Training and Development

Travel and Relocation

Canadian Film Development Corporation

Chapter 22

Particular Banks

Attendance and Leave

This bank contains absence reports and leave applications, as well as physicians' certificates associated with sick leave, all of which include the individual's social insurance number and correspondence about attendance and leave. While the social insurance number is included on these forms to verify the correct identity of individuals, provision of the social insurance number by data subjects is not mandatory. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems. The information relates to employees of the Corporation. The purpose of this bank is to support administration of employee attendance and leave within government departments and agencies. The information is used to record attendance and authorize leave, to support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism. ***Bank Number:*** CFD PPE 803

Employee Personnel Record

Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security clearance, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are coordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career resumes and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above. ***Class of Individuals:*** Employees of the Corporation. ***Purpose:*** To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation. ***Consistent Uses:*** To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and

Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes. ***Retention and Disposal Standards:*** Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of National Archives of Canada. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. ***PAC Number:*** 85-001 ***TBS Registration:*** 000308 ***Bank Number:*** CFD PPE 801

Performance Reviews and Employee Appraisals
This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests. The information relates to employees of the Corporation. The purpose of this bank is to maintain information regarding the level of performance of individual employees within government institutions, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation. The information is used to support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment. ***Bank Number:*** CFD PPE 804

Staffing
The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; lay-off lists; human resources inventory printouts; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.) The information relates to employees of the Corporation. ***Bank Number:*** CFD PPE 802

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Conflict of Interest and Post-Employment Code

Employment Equity Program

Identification and Building-Pass Cards

Official Languages

Parking

Pay and Benefits

Training and Development

Travel and Relocation

Canadian Heritage

Chapter 23

Particular Banks

Accounts Payable/Employee Accounts
Description: This bank contains authorizations, advances, claims, supplier invoices, travel arrangements and itineraries, correspondence concerning travel, relocation or posting of employees, expense reports, receipts, correspondence and other supporting documents relating to expenses being reimbursed, fees being paid, claims being settled, other payments and cheque requisitions. Records of transactions also exist in automated form in the Accounts Payable Sub-system. Individuals seeking access to this bank should specify whether they are an employee, contractor or claimant and provide details of the payment such as location, type and dates. ***Class of Individuals:*** Employees claiming travel and hospitality expenses, relocation expenses, education course fees, isolation allowances and membership fees, awards, ex gratia and other sundry payments; suppliers of goods and services provided to the Department; and individuals on contract. ***Purpose:*** The purpose of this bank is to support the accounts payable/employee accounts function, which is to make non-payroll payments in accordance with authorizations. ***Consistent Uses:*** The records are used to substantiate and issue cheques for the above-noted supplier invoices, expenses, fees, claims and other payments; for planning, budgeting and audit purposes; and to provide reports concerning international travel, first class and business class air travel, child care expenses, extended travel versus short-term relocation and the use of private vehicles to the Treasury Board Secretariat, as requested. Limited information is disclosed to Supply and Services Canada to facilitate

cheque issue. ***Retention and Disposal Standards:*** The records are retained for six fiscal years following the fiscal year during which the claim was settled. ***PAC Number:*** 86-001 ***Related to PR#:*** CH ARO 095 ***TBS Registration:*** 002162 ***Bank Number:*** CH PPE 804

Career Management
Description: This bank contains personal information on employees, specifically career profiles, curriculum vitae, appraisal as well as all other documentation related to employee career plan training and development, secondments, or appointments. This information has been collected by means of a questionnaire and interviews or compiled from employee files or automated data systems. ***Class of Individuals:*** Employees of the Department. ***Purpose:*** The purpose of this bank is to record data essential for the Administration of the Career Management program. It also aims to ensure efficient use of human resources and to increase the productivity and satisfaction of employees in the workplace. ***Consistent Uses:*** The information gathered will be used to ensure objectivity in the selection process for employees participating in the Career Management Program. The information may also be used to assess the compatibility between the employee profile and workplace profile. ***Retention and Disposal Standards:*** Records are destroyed two years after the employee has left the Department. Records will be kept for employees remaining with the Department. ***PAC Number:*** 86-001 ***TBS Registration:*** 002074 ***Bank Number:*** CH PPE 801

Security Services Investigation Files
Description: This bank contains personal information on individuals who have been involved in criminal and miscellaneous incidents or security violations and infractions investigated by Security Services. This bank consists of investigation and occurrence reports, written statements, documentary exhibits and other related correspondence. Persons are identified by date of birth, name and initials. The report in which they are mentioned is identified by the assigned file index number, the type of incident or infraction and the date of its occurrence. Information in this bank may be maintained on paper documents and automated form. ***Class of Individuals:*** Employees of the Department and contractors dealing with the Department. ***Purpose:*** The purpose of this bank is to record information on security violations and infractions in order to evaluate trends in criminal activities, assess awareness and application of security measures and determine the need for and nature of disciplinary action. ***Consistent Uses:*** This information is used by departmental authorities to support decisions regarding disciplinary measures, security and reliability screening, criminal actions, investigations, and suppression of crime, as well as for planning, evaluation and statistical purposes. ***Retention and Disposal Standards:*** The information in this bank is retained for two years following an employee's termination with the Department and five years for cases where a person is not an employee of the Department, it is then destroyed. ***Related to PR#:*** CH ARO 095 ***TBS Registration:*** 002165 ***Bank Number:*** CH PPE 803

Workplace Adjustment
Description: This bank contains personal information on individuals who are subject to workforce adjustment. The bank consists of questionnaires, reports on interviews, individuals or specific situations assessment reports, pertinent correspondence, résumés, etc. ***Class of Individuals:*** Indeterminate employees of the Department. ***Purpose:*** The purpose of this bank is to record information which should help assess individuals in order to facilitate their redeployment as priority employees of this department. ***Consistent Uses:*** This information will be used to feed the manual or automated system which is required for the management of the departmental priorities. Part of this information is also provided to Central Agencies. ***Retention and Disposal Standards:*** To be determined. ***TBS Registration:*** 003383 ***Bank Number:*** CH PPE 806

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Canadian Human Rights Commission
Chapter 24

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Conflict of Interest and Post-Employment Code
Discipline
Employee Personnel Record
Employment Equity Program
Grievances
Harassment
Identification and Building-Pass Cards
Incentive Awards
Occupational Safety and Health
Official Languages
Parking
Pay and Benefits
Performance Reviews and Employee Appraisals
Reliability Checks
Security Clearances
Staffing
Training and Development
Travel and Relocation

Canadian International Development Agency
Chapter 25

Particular Banks

Spousal Employment Assistance Program
Description: This inventory focuses on the spouses of CIDA employees who might be posted overseas in developing countries. The information consists of academic qualifications and experience as well as career intentions. ***Class of Individuals:*** Spouses of CIDA employees coming from various backgrounds. ***Purpose:*** It is used to identify suitable candidates in various fields and to present their candidacy to non-governmental agencies working in the Third World. The information will be computerized to facilitate retrieval when vacancies occur in the different organizations. The files will be kept and updated on a regular basis for the entire time the CIDA employee remains with the Agency. ***Retention and Disposal Standards:*** The information will be classified "Protected" and will be deleted once the CIDA employee leaves the Agency. ***TBS Registration:*** 003420 ***Bank Number:*** IDA PPE 805

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Employee Assistance
Employee Personnel Record
Employment Equity Program
Grievances
Harassment
Official Languages
Parking
Pay and Benefits
Performance Reviews and Employee Appraisals
Security Clearances
Staffing
Training and Development
Travel and Relocation

Canadian International Trade Tribunal

Chapter 26

Particular Banks

Conflict of Interest

Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties. ***Class of Individuals:*** Tribunal employees. ***Purpose:*** The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest. ***Consistent Uses:*** To support decisions on transfers, discipline and termination of employment. ***Retention and Disposal Standards:*** Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed. ***PAC Number:*** 85-001 ***TBS Registration:*** 002489 ***Bank Number:*** CTT PPE 801

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Discipline
Employee Personnel Record
Employment Equity Program
Grievances
Harassment
Identification and Building-Pass Cards
Official Languages
Parking
Pay and Benefits
Performance Reviews and Employee Appraisals
Reliability Checks
Security Clearances
Staffing
Training and Development
Travel and Relocation

Canadian Museum of Civilization

Chapter 27

Particular Banks

Vehicle Accidents

Description: This bank contains reports on accidents; claims of damages; legal decisions; settlement transactions and correspondence concerning accidents involving government-owned and leased vehicles, as well as privately-owned vehicles used on official business. ***Class of Individuals:*** This bank relates to individuals employed by the CMCC. ***Purpose:*** To determine liability for such accidents and to approve damage settlements. ***Retention and Disposal Standards:*** Two years after the settlement of individual claims, after which the files are destroyed. ***PAC Number:*** 86-001 ***TBS Registration:*** 000380 ***Bank Number:*** CMC PPE 801

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Conflict of Interest and Post-Employment Code
Discipline
Employee Personnel Record
Employment Equity Program
Grievances
Harassment
Identification and Building-Pass Cards
Incentive Awards
Occupational Safety and Health
Official Languages
Parking
Pay and Benefits
Performance Reviews and Employee Appraisals
Security Clearances
Staffing
Training and Development
Travel and Relocation

Canadian Museum of Nature
Chapter 28

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Conflict of Interest and Post-Employment Code
Discipline
Employee Personnel Record
Grievances
Harassment
Identification and Building-Pass Cards
Occupational Safety and Health
Official Languages
Parking
Pay and Benefits
Performance Reviews and Employee Appraisals
Reliability Checks
Security Clearances
Staffing
Training and Development
Travel and Relocation
Vehicle, Ship, Boat and Aircraft Accidents

Canadian Polar Commission
Chapter 29

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Employee Personnel Record
Identification and Building-Pass Cards
Parking
Pay and Benefits
Performance Reviews and Employee Appraisals
Security Clearances
Staffing
Training and Development
Travel and Relocation

Canadian Radio-television and Telecommunications Commission
Chapter 30

Particular Banks

Deployments
Description: The purpose of this bank is to maintain an inventory of candidates interested in deployments. It includes résumés from public servants, including letters of reference, proof of education and second language skills. ***Class of Individuals:*** Public servants within and outside the Commission. ***Purpose:*** The bank would identify potential employees for deployment to jobs within and outside the Commission. ***Consistent Uses:*** None. ***Retention and Disposal Standards:*** Records will be retained for two years and then destroyed. ***PAC Number:*** 86-001 ***TBS Registration:*** 003266 ***Bank Number:*** CRT PPE 805

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Conflict of Interest and Post-Employment Code
Discipline
Employee Personnel Record
Employment Equity Program
Grievances
Harassment

Identification and Building-Pass Cards
Occupational Safety and Health
Official Languages
Parking
Pay and Benefits
Performance Reviews and Employee Appraisals
Reliability Checks
Security Clearances
Staffing
Training and Development
Travel and Relocation
Vehicle, Ship, Boat and Aircraft Accidents

Canadian Saltfish Corporation

Chapter 31

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Conflict of Interest and Post-Employment Code
Discipline
Employee Assistance
Employee Personnel Record
Employment Equity Program
Grievances
Harassment
Identification and Building-Pass Cards
Incentive Awards
Occupational Safety and Health
Official Languages
Parking
Pay and Benefits
Performance Reviews and Employee Appraisals
Security Clearances
Staffing
Training and Development
Travel and Relocation
Vehicle, Ship, Boat and Aircraft Accidents

Canadian Security Intelligence Service

Chapter 32

Particular Banks

Classification Redress
Description: This banks contains CSIS position classification redress requests, acknowledgement letters, Redress Committee report, decision notification memoranda and any other recorded personal information pertaining to the resolution of the request. Individuals must identify the position number and the approximate date of the redress request to locate and retrieve the information of interest. ***Class of Individuals:*** CSIS employees. ***Purpose:*** The purpose of this bank is to facilitate access to personal information obtained or prepared in the course of resolving a redress request. ***Consistent Uses:*** Information in this bank may be used in the resolution of any subsequent grievance or appeal relative to the CSIS position classification. Information in this bank may also be used for research, planning, audit and statistical purposes. ***Retention and Disposal Standards:*** Records are destroyed five years after the most recent administrative activity in relation to an individual case. ***TBS Registration:*** 003631 ***Bank Number:*** SIS PPE 830

Conduct and Discipline
Description: This bank contains notices of disciplinary action and correspondence about employee misconduct in respect to terms and conditions of employment; testimony by witnesses; legal opinions; investigations of possible breaches of conduct and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record. ***Class of Individuals:*** Employees of CSIS, other than persons attached or seconded to the Service. ***Purpose:*** The purpose of this bank is to maintain information used in disciplinary actions in CSIS and to determine the need for and nature of disciplinary actions. ***Consistent Uses:*** To support decisions on pay and benefits; attendance and leave; internal security; transfer, demotion and termination of employment. This information may also be used for research, audit, planning, evaluation and statistical purposes. ***Retention***

and Disposal Standards: Two years following the date of the disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, or a breach of conduct allegation is determined to be unfounded, the documentation of the action concerned may be immediately destroyed following a written request from the employee concerned. ***TBS Registration:*** 002144 ***Bank Number:*** SIS PPE 817

Conflict of Interest
Description: This bank contains (1) documents indicating that an employee has read and understood CSIS Conflict of Interest (COI) policy and agrees to respect such policy as a condition of employment and indicating whether or not an employee has assets or interests incompatible, or potentially incompatible, with the performance of their duties; (2) confidential reports of assets or interests incompatible, or potentially incompatible, with the performance of their duties; (3) investigation reports and correspondence about real, potential or apparent conflicts of interest emanating from an incompatibility, or a potential incompatibility, between an employee's personal affairs and the performance of their duties. ***Class of Individuals:*** Employee of CSIS. ***Purpose:*** The purpose of this bank is to maintain information (1) as to whether an employee has read and understood CSIS COI policy and agreed to observe it as a condition of employment; (2) about real, potential or apparent conflict of interest situations for CSIS employees; (3) to record real, potential or apparent conflicts of interest; (4) to record any post-employment compliance action required of the employee. ***Consistent Uses:*** To resolve situations of real, potential or apparent conflict of interest and to support decisions on transfers and discipline if conflicts of interest exist and are not resolved. To enable designated officials to determine whether a former employee, to whom post-employment compliance measures apply, is in compliance. Information in this bank may also be used for audit purposes. ***Retention and Disposal Standards:*** Retained by CSIS for the duration of employment plus two years after which the records are destroyed. ***TBS Registration:*** 003299 ***Bank Number:*** SIS PPE 826

CSIS Personnel Services
Description: This bank contains personnel characteristics, including age and gender, social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; official languages, including records of course enrolment, attendance, applications and qualifications, language requirements of positions and bilingual bonus; non-government employment history; career resumes and references; geographical and organizational location; appointments, transfers; performance reviews and employee appraisals, including the level of employee's work performance in terms of skills, abilities, accomplishments, and interests; promotions and demotions; periods of employment, including probationary periods, layoffs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. In addition , this bank contains information on the examination, recommendations and any corrective measures taken by CSIS as a result of complaints made under the Official Languages Act. Individuals must state their involvement in the official languages complaint process to search and retrieve the records of interest. If interested, individuals must provide the approximate date of their management level assessment to retrieve this record from storage, which is retained for five years, then destroyed. This bank also contains a summary of records of decisions relating to staffing; attendance and leave, including the record of leave and attendance and physician certificates associated with sick leave; medical information for evaluation of benefit entitlements or for management decisions such as transfers or dismissals based on medical competency; succession planning, training and development; decisions concerning compensation and fitness for work; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other particular banks. ***Class of Individuals:*** CSIS employees and some job applicants regarding official languages matters. ***Purpose:*** To facilitate the CSIS administrative and operational human resources program. ***Consistent Uses:*** Information in this bank may be used to ensure that human resourcing actions within CSIS are coordinated and authenticated in the interests of both the employee and CSIS, including decisions on staffing, succession planning, health evaluations, employee assistance, employment equity and multiculturalism, pay and benefits, training and development, occupational health and safety, official languages, discipline, level of security clearance and pension purposes. Information in this bank may also be used to verify employment references, and to draft letters of appreciation and letters of condolence when applicable. Information in this bank may be disclosed to Human Resources Development Canada, The Public Service Commission, public service bargaining agents, Statistics Canada, insurers of public service group insurance plans, the Public Service Staff Relations Board and other federal departments or agencies on a strict need-to-know basis. This system may be used as a source of information for linking with the following systems: Incumbent System, Leave Reporting System, Extra Duty Reporting System, Official Languages Reporting System, Mobility File, Entitlements and Deductions System, Leave Without Pay System, Training and Development Information System, Position Information Collection System and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission or Treasury Board Secretariat. Information in this bank may be used as a source of

information or for linking with other information sources for the purposes of fulfilling CSIS's legislated mandate. All linkages for the purposes of administering human resources and compensation activities are in compliance with the provisions of the Privacy Act. This information may also be used for research, audit, planning, evaluation and statistical purposes. ***Retention and Disposal Standards:*** The CSIS employee personnel records are retained by CSIS at least until the individual reaches 90 years of age and 2 years have elapsed since the last administrative action or death occurred. When the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and when the record has not been so designated, it shall be destroyed. The official languages record is retained by CSIS for five years after the last documentation then destroyed. Information concerning official languages course enrolment, attendance, applications and qualifications are destroyed two years after the date of the last correspondence. Records relating to performance reviews and employee appraisals are retained for a period of five years and then destroyed. ***TBS Registration:*** 003784 ***Bank Number:*** SIS PPE 808

Employee Assistance
Description: This bank contains information treated in a confidential fashion that is relative to an employee's involvement in an Employee Assistance Program (EAP) including records obtained or prepared under contract; notice of voluntary referral; records of reference to, or reports and correspondence from, a health professional or rehabilitation agency; and some medical interpretations concerning an employee's work capability or limitations. ***Class of Individuals:*** Employees, retired employees, their spouses and immediate family members. ***Purpose:*** The purpose of this bank is to record information necessary to the administration of the Employee Assistance Program, and to determine the need for employee assistance counselling, referrals for medical evaluations and participation in rehabilitation programs. ***Consistent Uses:*** To support decisions regarding employee assistance measures. This information may also be used for research, audit, planning, evaluation and statistical purposes. ***Retention and Disposal Standards:*** Records are destroyed two years after the date of the most recent reference to employee assistance. ***PAC Number:*** 86-001 ***TBS Registration:*** 002147 ***Bank Number:*** SIS PPE 820

Employee Security (formerly Security Clearances)
Description: This bank contains completed personal histories; summaries of Canadian Security Intelligence Service (CSIS) (previously, RCMP Security Service) investigations; fingerprint cards; criminal histories; social insurance number, security briefings and correspondence related to the security clearances of employees, polygraph testing, including the results of polygraph examinations. Notation of level of clearance may be attached to the Employee Personnel Record. This bank also contains information on holiday travel where personnel security may be a concern, EDP audits and correspondence related to the employee. ***Class of Individuals:*** Employees of CSIS and applicants for employment, as well as contract and company personnel working under federal government contracts. ***Purpose:*** The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for employees in respect to terms and conditions of employment as it relates to the personnel management of employees; to determine the level of security clearance and to provide information for the administration of government security measures. ***Consistent Uses:*** To support decisions on transfers, promotions, discipline, statutory increases, and continuation/termination of employment, the issuance of identification and building pass cards and to assist CSIS employees to identify other employees as persons authorized to be on CSIS premises. Information in this bank may also be used to ensure the terms and conditions of employment are adhered to as it relates to the personnel management of employees. This bank may be used as a source of information or for linking with other information sources for the purposes of fulfilling CSIS's legislated mandate. All linkages are in compliance with the provisions of the Privacy Act. This information may also be used for research, planning, audit, evaluation and statistical purposes. ***Retention and Disposal Standards:*** Information in this bank is retained until the individual is no longer employed by CSIS, then the information is destroyed after seven years. Information on unsuccessful applicants as well as contract employees is maintained for a minimum of six years, then destroyed. ***TBS Registration:*** 002142 ***Bank Number:*** SIS PPE 815

Employment Equity and Multiculturalism Programs
Description: The bank contains personal information on employees and their interest in future participation in employment equity initiatives which is collected by means of questionnaires and/or interviews or compiled from employees' files or automated data systems. Respondents are asked to voluntarily identify themselves whether they are male or female, whether they are an aboriginal person, and whether they have a disability or are a member of a visible minority group. ***Class of Individuals:*** Employees of the Service. ***Purpose:*** This bank provides documentation for the implementation of the employment equity policy in CSIS. Data are collected to provide a comprehensive picture of employees by sex and by designated group status (e.g. women, aboriginal people, persons with disabilities and members of visible minority groups). This information is used to compile a personnel profile of employees and to compare the situation of designated group members with non-designated group members within the Service and with their counterparts in the Canadian labour market. All linkages for the purpose of administering the employment equity program are in compliance with the provisions of the Privacy Act. ***Consistent Uses:*** The department may collect data for statistical purposes, for purposes relating to individuals, or for both. The information gathered will be used for the Service's employment equity program to identify and eliminate

systemic discrimination in employment and to introduce temporary special measures to ensure that designated groups participate in and are equitably represented in the Service. It may also be used for policy and planning purposes related to employment equity. Information in this bank may also be used for audit purposes. ***Retention and Disposal Standards:*** Individual employment equity records are generally retained for two years, then destroyed. ***TBS Registration:*** 002133 ***Bank Number:*** SIS PPE 824

Grievances and Adjudications
Description: This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; and correspondence about grievances and adjudications. ***Class of Individuals:*** Employees of CSIS. ***Purpose:*** The purpose of this bank is to record information used in the grievance and adjudication process through all levels up to and including the Public Service Staff Relations Board. ***Consistent Uses:*** Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances, up to the point of referral to the Public Service Staff Relations Board. This information may also be used for research, audit, planning, evaluation and statistical purposes. ***Retention and Disposal Standards:*** Records related to grievances and adjudications are retained for five years after a final resolution of the matter has occurred, then destroyed. ***TBS Registration:*** 002143 ***Bank Number:*** SIS PPE 816

Harassment and Discrimination in the Workplace
Description: This bank contains letters of complaint regarding incidents of harassment; and/or discrimination; records of interviews both with complainants and alleged harassers; records of interviews with witnesses to incidents; summations of management investigations and analyses of events and records of decisions taken about particular incidents. Such information must be retained as a separate record and not placed on the complainant's Employee Personnel Record. When a disciplinary action results from an investigation, information may be transferred to the Conduct and Discipline bank. (SIS PPE 817) ***Class of Individuals:*** Employees of the institution. ***Purpose:*** The purpose of this bank is to record information necessary for dealing with complaints of harassment and/or discrimination in the workplace, to make decisions in specific instances on whether or not harassment and/or discrimination is occurring, and when this is the case to determine the appropriate action, including disciplinary action, to be taken to end a harassment and/or discrimination situation. ***Consistent Uses:*** To support decisions resulting from the investigation and analysis of complaint. ***Retention and Disposal Standards:*** Records are destroyed two years after the most recent administrative activity in relation to an individual case. ***TBS Registration:*** 003298 ***Bank Number:*** SIS PPE 825

Health Services
Description: This bank contains occupational health evaluations and medical records, reports, forms and related correspondence dealing with injuries and medical conditions, including information on the medical condition of the employee's immediate families or immediate relatives, that may affect an employee's service. ***Class of Individuals:*** CSIS employees and their immediate families or relatives. ***Purpose:*** To determine an employee's capabilities to perform their duties on a regular and consistent basis, relative to their physical and mental health; to make recommendations regarding staffing or posting where their mental or physical condition is a determining factor; entitlement to sick leave; and eligibility for insurance coverage. ***Consistent Uses:*** Information in this bank may be used in redress or grievance processes, staffing, and administration of the pay and benefits programs. Information may be used by medical practitioners for continuity of treatment, or to physicians and psychologists appointed as a Health Evaluation Committee. Information in this bank may be used to determine eligibility for a disability pension by the Canada Pension Commission. Information may also be used for research, audit, planning, evaluation and statistical analysis. All linkages for the purposes of administering the human resources and pay and benefits programs are in compliance with the provisions of the Privacy Act. ***Retention and Disposal Standards:*** Records are retained at least until the individual reaches the age of 70, or two years have elapsed since the last administrative action. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. ***TBS Registration:*** 003300 ***Bank Number:*** SIS PPE 827

Honours/Incentive Awards
Description: This bank includes information on employees who have been nominated for awards under the CSIS Employee Recognition Awards Plan and individuals who have participated in CSIS scholarship awards. Such information may include curricula vitae, narratives in support of meritorious contributions related to their duties or suggestions for improvement of public service of CSIS operations and completed recommendation reports concerning either the Merit Award or the Suggestion Award. This bank also contains personal information on the Humanitarian Award, the Long Service Award or the Sir William Stephenson Award. ***Class of Individuals:*** CSIS employees who were either nominated for, and/or participated in the CSIS honours and incentive awards programs, CSIS Employee Recognition Awards, and individuals who have applied for the Sir William Stephenson Award. ***Purpose:*** To identify individuals for awards under the CSIS honours/incentive awards program; Employee Recognition Awards Plan; or for receiving the Sir William Stephenson award. ***Consistent Uses:*** The information in this bank is used to establish precedents for awards and to provide an audit trail for the disbursements of funds. This information may be used as a source of information

or for linking with all other government institutions participating in the CSIS Employee Recognition Awards Plan for the purpose of determining whether the individuals suggestion or application for an award is unique and/or is deserving of an award. The Department of Public Works and Government Services issues cheques and uses the SIN for income tax purposes. This information may also be used for research, audit, planning, evaluation and statistical purposes. ***Retention and Disposal Standards:*** CSIS Employee Recognition Awards records are retained for six years and then reviewed for transfer to National Archives. Other awards records are treated similarly after three years. However, rejected suggestions and nominations are destroyed two years after the last administrative action. ***PAC Number:*** 86-001 ***TBS Registration:*** 002152 ***Bank Number:*** SIS PPE 822

Occupational Safety and Health
Description: This bank contains accident and occupational injury or illness investigation reports, related correspondence and copies of the supervisor's Accident Investigation Report, which are retained by CSIS in the appropriate responsibility centre. First Aid Treatment records are also retained by CSIS in accordance with Treasury Board policy. Information in this bank includes complaints brought before the Occupational Safety and Health Committee, its findings, recommendations and related correspondence. Records, including medical documents about individuals; claims for compensation; related correspondence and records of monies paid are held by Human Resources Development Canada (Government Employees Compensation Records bank number HRDC PCE 701) or in the provincial agency handling the matter. Records concerning the occurrence, investigation and settlement of vehicle accidents are retained in bank SIS PPE 814. ***Class of Individuals:*** Employees of CSIS. ***Purpose:*** The purpose of this bank is to provide documentation for the administration of occupational safety and health programs in CSIS, including accident prevention, health protection and authorization of leave and benefits associated with work-related injury or illness. Safety and health details and cases of accidents/injuries for accident prevention and health protection purposes are also recorded to support the effective administration of the CSIS safety and health program. ***Consistent Uses:*** To support decisions relating to workers' compensation (including provincial workers' Compensation Board) and injury-on-duty leave; pay and benefits; to act as a means of preventing injuries and illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work; to establish that individuals subject to certain identified occupational risks are able to continue working without detriment to their health or safety or to that of others; and to establish the conditions under which certain individuals with identified illnesses or disabilities are able to continue to work under controlled conditions. This information may also be used for research, audit, planning, evaluation and statistical purposes. ***Retention and Disposal Standards:*** Records related to accidents or occupational injuries and illnesses are retained for 10 years and then destroyed, provided Human Resources Development Canada have a copy of the record. Records relative to an individual accident may be attached to the Employee Personnel Record the retention of which is subject to the disposal criteria set out for that bank. ***TBS Registration:*** 002140 ***Bank Number:*** SIS PPE 813

Pay and Benefits
Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds (N.B. Earning and superannuation records are attached to the Employee Personnel Record). ***Class of Individuals:*** Employees of the institution. ***Purpose:*** The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances. ***Consistent Uses:*** To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the Garnishment, Attachment and Pension Diversion Act. Information is also provided to Department of Public Works and Government Services to facilitate payment of salaries to various provincial health insurance plans to group insurers where applicable to unions for dues check-off purposes. Information in this bank may also be used for budget purposes. This information may also be used for research, audit, planning, evaluation and statistical purposes. ***Retention and Disposal Standards:*** Records are destroyed two years after expiry of fiscal year, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force. ***TBS Registration:*** 002130 ***Bank Number:*** SIS PPE 823

Staffing
Description: This bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation reports and evaluation notes from staffing boards; examination papers and test results, including results of psychological testing; eligibility lists; offers of

employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. An employee who wants access to information about herself/himself from a competition file must provide the competition number to locate and retrieve the information of interest. Records in the bank contain a variety of personal information which may include age, sex, education levels and/or work experience. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.) ***Class of Individuals:*** Employees of CSIS. ***Purpose:*** The bank provides a record of the information used in staffing positions in CSIS. ***Consistent Uses:*** To select candidates, staff positions and process appeals for appointments and promotions. Access procedures: competition number, where applicable, should be quoted. Information may be provided to the Employment Equity Program Bank, the Public Service Commission, Statistics Canada and other federal departments or agencies. This system may be used as a source of information or for linking with the following systems: Incumbent System, Entitlements and Deductions System, Extra Duty Reporting System, Official Languages Information System, Mobility File, Leave Without Pay System, Position Information Collection System and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. This information may also be used for research, audit, planning, evaluation and statistical purposes. ***Retention and Disposal Standards:*** Records are retained for two years after the eligible list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed. ***TBS Registration:*** 002136 ***Bank Number:*** SIS PPE 809

Training and Development
Description: This bank contains personal data including course applications and evaluations; personal record identifier; examination results and certificates; records of fee payments; and correspondence related to the participation of employees in training and development activities, sponsored by the government as well as operated by private organizations. This bank contains the social insurance number of employees who participated in the Education Subsidization Program. This bank includes personal data relating to employee development programs and transfer programs such as the Career Development Program, including employee profiles, the Leave Without Pay for Educational Reasons and the Rotational Development Transfer Program. It also includes information on employees who have participated in Public Service Commission (PSC) courses. The information is collected under the authority of the Public Service Staff Relations Act and the Public Service Employment Act. Information in this bank includes employee profiles used during the Staffing placement exercise. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank. ***Class of Individuals:*** Employees of CSIS. ***Purpose:*** The purpose of this bank is to provide documentation for the administration of training and development programs within CSIS. ***Consistent Uses:*** To approve and register the participation of employees in training and development activities and to certify the achievements of employees. Documentation respecting the administration of the employee's pay is also contained in the Pay and Benefits Bank. Information may be provided to the Employment Equity Program Bank, the Public Service Commission, public service bargaining agents, Statistics Canada and other federal departments or agencies. This system may be used as a source of information or for linking with the following systems: Incumbent System, Entitlements and Deductions System, Leave Reporting System, Extra Duty Reporting System, Official Languages Information System, Rotational Development Transfer Program, Leave Without Pay System, Position Information Collection System and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. This information may also be used for research, audit, planning, evaluation and statistical purposes. ***Retention and Disposal Standards:*** Records in this bank are retained for five years after completion of the particular training for monitoring the employees progress and ensuring adequate development, then destroyed. ***TBS Registration:*** 002138 ***Bank Number:*** SIS PPE 811

Travel and Relocation
Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees. ***Class of Individuals:*** Employees of CSIS. ***Purpose:*** The purpose of this bank is to maintain information regarding travel, relocation and postings of CSIS employees. ***Consistent Uses:*** To administer the travel and relocation functions with respect to their approval, as well as posting authorizations, advances and claims. This information may also be used for research, audit, planning, evaluation and statistical purposes. ***Retention and Disposal Standards:*** Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled. ***TBS Registration:*** 002146 ***Bank Number:*** SIS PPE 819

Vehicle, Ship, Boat and Aircraft Accidents
Description: This bank contains reports on accidents; claims of damages; legal decisions; settlement transactions and correspondence concerning accidents involving government-owned/leased vehicles, ships, boats and aircraft as well as privately-owned vehicles, ships, boats and aircraft used on official business. This bank also contains claims for and any ex-gratia payments made to individuals. Records concerning

occupational health and safety, as well as authorization of leave and benefits associated with work-related injury or illness are retained in bank SIS PPE 813. The vehicle code number should be provided to facilitate retrieval from the information storage system. ***Class of Individuals:*** Individuals involved in vehicle, ship, boat or aircraft accidents involving employees of CSIS and individuals involved in claims for ex-gratia payments. ***Purpose:*** The purpose of this bank is to maintain information regarding vehicle, ship, boat and aircraft accidents involving employees of CSIS. ***Consistent Uses:*** To determine liability for such accidents and to approve damage settlements. Information may be placed on the employee personnel record. This information may also be used for research, audit, planning, evaluation and statistical purposes. ***Retention and Disposal Standards:*** Two years after the settlement of individual claims. National Archives of Canada must be consulted before disposing of this information. ***TBS Registration:*** 002141 ***Bank Number:*** SIS PPE 814

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Parking

Canadian Space Agency

Chapter 33

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Incentive Awards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Reliability Checks

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Canadian Wheat Board

Chapter 34

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Employee Personnel Record

Harassment

Pay and Benefits

Citizenship and Immigration
Chapter 35

Particular Banks

Career Planning and Review Inventory
Description: This bank may include the following documents: two or more of the most recent evaluations, the Career Planning Data Sheet, Management Resources Information Summary and a resumé, if available. ***Class of Individuals:*** Employees in CIC. ***Purpose:*** The information in this bank will be used in the Career Planning and Review process, by the members of the Career Planning and Review Committees and for referrals for assignments or secondments by user managers. Members of the committees have access to the information in this bank, through the Human Resources Planning Officer or the Chief, Human Resources Planning, and/or the responsible administrative unit. ***Consistent Uses:*** The consistent uses of this information may include the creation of staffing inventories to identify candidates who have expressed specific interests to aid in staffing positions as they become available. It may also be used in setting priorities and authorizing training and development to meet identified needs in human resources planning, and for statistical analysis forecasting and internal audits. It may also be provided to private sector survey firm s for evaluation, statistics, research and planning. ***Retention and Disposal Standards:*** The retention period is five years for managers. ***Contact:*** Chief, Career Enhancement and Mobility, Personnel Services, Citizenship and Immigration Canada, Treble Building, 6th Floor, 473 Albert Street, Ottawa, Ontario K1A 1L1. ***TBS Registration:*** 002006 ***Bank Number:*** CIC PPE 802

Employee Assistance
Description: This bank contains information pertaining to a voluntary confidential counselling service offered to Citizenship and Immigration Canada employees. Employees requiring counselling contact directly the consultant whose services have been retained by Citizenship and Immigration Canada for the purpose of the Employee Assistance Program (EAP). Records relating to the counselling session are maintained with the consultant and not held at Citizenship and Immigration Canada in order to guarantee the confidentiality of the consultation. ***Class of Individuals:*** Citizenship and Immigration Canada employees. ***Purpose:*** The purpose of this bank is to: a) record information necessary for the administration of the EAP; b) determine the need for employee assistance counselling, referrals for medical evaluations and participation in rehabilitation programs; c) ensure continuity of service to employees. ***Consistent Uses:*** To support decisions regarding employee assistance measures; to undertake a systematic evaluation of the EAP and provide statistical reports to Citizenship and Immigration Canada in a format that ensures the confidentiality of the individuals who have requested the service. ***Retention and Disposal Standards:*** Records relating to counselling sessions of employees are kept by the consultant for two years following the date of the last counselling session. The records are then destroyed by the consultant in a manner to ensure that confidentiality is not breached. Upon termination of the contract, records containing personal information with respect to Citizenship and Immigration Canada employees will be transferred to the new EAP provider, or other designated professional, with the employee's written consent. ***TBS Registration:*** 003324 ***Bank Number:*** CIC PPE 801

Human Resources Planning Information Program (HRPIP)
Description: This computerized bank was developed by managers to assist in the preparation of their Human Resources Planning exercise. It contains information on CIC positions, employees, staffing action/adjustments, and Training and Development. Position information collected includes the Position number, title, group and level, exclusion indicator, language requirements, unit, reporting relationship (supervisor's position number and title). Employee information includes the Public service start date, birthdate, home address and telephone number, employee type (full-time, part-time, etc.) position title and number, location and telephone number, bilingual capability, employment history , career aspirations, mobility, training and development history (as well as proposed), date of last performance appraisal (as well as a BF for the next due appraisal). The system also keeps track of start/end dates for acting, sec ondment and assignment situations with an active BF system. Staffing action/adjustment module keeps track of areas which, in the opinion of the manager, will require some action to ensure that operational demands are met; this inclu des vacancies which are likely to occur due to long-term disability leave, maternity leave, care and nurturing leave, extended vacation leave and any other situation which will require attention. The Training and Development module records available courses, maintains a list of employees identified for each course through the appraisal process, as well as the status of this training (proposed, approved, completed). ***Class of Individuals:*** Employees of the institution whether indeterminate, term, casual, full-time or part-time. ***Purpose:*** To assist managers in the preparation of their Human Resources Plans. ***Consistent Uses:*** To support such personnel functions as human resources planning and development, performance evaluations, training, relocation, employment equity; to produce management reports (e.g. regarding official languages, employment e quity, labour supply/demand forecasts, training forecasted/completed, overview of employee age/service (possible retirement projections). Social insurance number is collected and used for non-statutory purposes, until such time as i t can be replaced by CIC's new Human Resources Employee

Identification Number System. ***Retention and Disposal Standards:*** Retained for a minimum of two years following last action. ***TBS Registration:*** 003331 ***Bank Number:*** CIC PPE 812

Occupational Safety and Health
Description: The bank contains accident and occupational injury or illness investigation reports, related correspondence and copies of the supervisor's Accident Investigation report, which are retained by institutions in the approp riate responsibility centre and fitness and lifestyle evaluations. First Aid Treatment records are also retained by the institution in accordance with Treasury Board policy. Records, including medical documents about individuals; claims for compensation; related correspondence and records of monies paid are held by Labour Canada. Records of occupational health evaluations and all personal medical data are retained by the Medical Service Branch, Health Canada under medical confidential status. Environmental surveys, fitness and lifestyle surveys, are also retained by the institution. Records concerning the occurrence, investigation and settlement of vehicle accidents are retained in Standard Bank PSE 908. ***Class of Individuals:*** Employees of the institution. ***Purpose:*** To provide documentation for the administration of occupational safety and health programs in government institutions, including accident prevention, health protection and authorization of leave and benefits associated wit h work-related injury or illness. Safety and health details and causes of accidents/injuries for accident prevention and health protection purposes are also recorded to support the effective administration of each institution's safe ty and health program. ***Consistent Uses:*** To support decisions relating to worker's compensation and injury-on-duty leave; to act as a means of preventing injuries and illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work; to esta blish that individuals subject to certain identified health or safety or to that of others; and to establish the conditions under which certain individuals with identified illnesses or disabilities are able to continue to work under controlled conditions. information is shared with Health and Welfare NHW PCE 701. ***Retention and Disposal Standards:*** Retained for five years for first aid treatment records; two years for accident and occupational injury or illness investigation reports, including related correspondence and the supervisor's Accident Investigation Report, or ten years for those specifically identified reports, after which the records are destroyed. Records held by Labour Canada and Health Canada are retained for the periods specified in the relevant bank descriptions. ***Related to PR#:*** NHW PCE 701 ***TBS Registration:*** 003330 ***Bank Number:*** CIC PPE 811

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Conflict of Interest and Post-Employment Code
Discipline
Employee Assistance
Employee Personnel Record
Employment Equity Program
Grievances
Harassment
Identification and Building-Pass Cards
Occupational Safety and Health
Official Languages
Parking
Pay and Benefits
Performance Reviews and Employee Appraisals
Reliability Checks
Security Clearances
Staffing
Training and Development
Travel and Relocation

Copyright Board Canada

Chapter 36

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Conflict of Interest and Post-Employment Code
Employee Personnel Record
Occupational Safety and Health
Official Languages
Parking
Pay and Benefits
Performance Reviews and Employee Appraisals
Staffing
Training and Development
Travel and Relocation

Correctional Investigator Canada
Chapter 37

Note: Information on the employees of The Correctional Investigator Canada is held by the Department of the Solicitor General.

Correctional Service of Canada
Chapter 38

Particular Banks

Awards and Honours
Description: This bank contains records on the administration of departmental and Treasury Board programs on decorations and awards presentations. ***Class of Individuals:*** Employees of the Correctional Service of Canada. ***Purpose:*** To identify individuals who have been nominated for or have received awards and/or decorations. ***Consistent Uses:*** Law enforcement agencies, Provincial Authorities. ***Retention and Disposal Standards:*** Records are retained until the employee reaches 70 years of age. Historical records are transferred to the National Archives of Canada. ***PAC Number:*** 78-001 ***TBS Registration:*** 001085 ***Bank Number:*** CSC PPE 801

Career Development Programs
Description: This bank contains information related to an employee's work performance in terms of skills, abilities, accomplishments and interests as well as an employee's participation in training and development activities, sponsored by government and non-government organizations. ***Class of Individuals:*** Employees of the Correctional Service of Canada. ***Purpose:*** To determine the level of performance of individual employees with a view to retention, extension of, or rejection on probation, approval of performance pay and annual increments, approval and registration in training and development activities and to certify employee achievements. ***Consistent Uses:*** To support decisions on pay and benefits, attendance and leave, transfers, promotions, demotions, employee assistance, discipline, termination of employment and training and development. Previous Employers (Federal/Provincial/Private), Law Enforcement Agencies. ***Retention and Disposal Standards:*** Records are retained until the employee reaches 70 years of age. Historical records are transferred to the National Archives of Canada. ***PAC Number:*** 78-001 ***TBS Registration:*** 001086 ***Bank Number:*** CSC PPE 802

Grievances
Description: This bank contains presentations by employees and bargaining unit representatives, receipt notices and replies by management, testimony by witnesses, legal opinions, investigation and analysis reports, job descriptions in regard to classification grievances, and correspondence about grievances. Individuals who wish to access personal information concerning them in this bank must include the grievance number, the location where the grievance was filed and the approximate date it was filed, and any other identifying data that may help to expedite the processing of their requests. ***Class of Individuals:*** Employees of the institution. ***Purpose:*** The purpose of this bank is to record information used in the grievance process through all levels in the grievance process, up to referral to the Public Service Staff Relations Board. ***Retention and Disposal Standards:*** Three years following date of resolution or date of decision by the Public Service Staff Relations Board, the records are destroyed. ***TBS Registration:*** 002687 ***Bank Number:*** CSC PPE 804

Staffing
Description: This bank contains staffing requests, position descriptions, salary ranges, selection profiles, competition posters, transfer requests, layoff lists, human resources inventory print-outs, candidates' applications, lists of candidates, rating board assessments, including evaluation notes from staffing boards, examination papers and test results, eligibility lists, offers of employment, notices to candidates, notices of right of appeal and appeal documents, and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. Individuals who wish to access personal information concerning them in this bank must include the position number or competition number, where applicable, of the position about which they seek information, and any other identifying data that may help to expedite the processing of their requests. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.) ***Class of Individuals:*** Employees of the institution. ***Purpose:*** This bank provides a record of the information used in staffing positions in a government institution. ***Consistent Uses:*** To select candidates, staff positions and process appeals for appointments and promotions. On request, information may be provided to a participant in a selection action in accordance with the Public Service

selection action in accordance with the Public Service Commission (PSC) policy on "Disclosure of Information Following a Selection Action" to explain the reasons for the selection decision. ***Retention and Disposal Standards:*** Records are retained for two years after the eligibility list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed. ***TBS Registration:*** 002686 ***Bank Number:*** CSC PPE 803

Travel and Relocation
Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees. Individuals who wish to access personal information concerning them in this bank must provide their employment location and destination, the approximate date of the trip and any other identifying data that may help to expedite the processing of their requests. ***Class of Individuals:*** Employees of the institution. ***Purpose:*** The purpose of this bank is to maintain information regarding travel, relocation and postings of government employees. ***Consistent Uses:*** To administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims. ***Retention and Disposal Standards:*** Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled. ***TBS Registration:*** 002688 ***Bank Number:*** CSC PPE 805

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Conflict of Interest and Post-Employment Code
Discipline
Employee Assistance
Employee Personnel Record
Employment Equity Program
Harassment
Identification and Building-Pass Cards
Incentive Awards
Occupational Safety and Health
Official Languages
Parking
Pay and Benefits
Performance Reviews and Employee Appraisals
Reliability Checks
Security Clearances
Training and Development
Vehicle, Ship, Boat and Aircraft Accidents

Defence Construction Canada

Chapter 39

Particular Banks

Conflict of Interest
Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties. ***Class of Individuals:*** Departmental employees. ***Purpose:*** The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest. ***Consistent Uses:*** To support decisions on transfers, discipline and termination of employment. ***Retention and Disposal Standards:*** Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed. ***PAC Number:*** 85-001 ***TBS Registration:*** 000693 ***Bank Number:*** DCC PPE 801

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Employee Assistance
Employee Personnel Record
Identification and Building-Pass Cards
Occupational Safety and Health
Official Languages
Parking
Pay and Benefits
Performance Reviews and Employee Appraisals
Security Clearances
Staffing
Training and Development
Travel and Relocation
Vehicle, Ship, Boat and Aircraft Accidents

Department of Finance Canada
Chapter 40

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Conflict of Interest and Post-Employment Code
Discipline
Employee Personnel Record
Employment Equity Program
Grievances
Harassment
Identification and Building-Pass Cards
Occupational Safety and Health
Official Languages
Parking
Pay and Benefits
Performance Reviews and Employee Appraisals
Reliability Checks
Security Clearances
Staffing
Training and Development
Travel and Relocation

Department of Justice Canada
Chapter 41

Particular Banks

Career Management
Description: This Bank contains information provided by employees on their education, work experience, career aspirations, training, secondments or appointments. It also contains other information such as official language test results and appraisal ratings. ***Class of Individuals:*** Departmental lawyers who occupy positions at levels LA-2B and above. ***Purpose:*** The information is gathered to facilitate human resource planning and career planning. ***Consistent Uses:*** The information is used by senior departmental officials and by personnel staff concerned with human resource planning. ***Retention and Disposal Standards:*** The records will be maintained and updated until such time as the lawyers concerned leave the Department. The records will then be transferred with the employee's files to the new department of employment or to the National Archives of Canada, as circumstances warrant. ***PAC Number:*** 85-001 ***TBS Registration:*** 003491 ***Bank Number:*** JUS PPE 801

Garnishment Registry
Description: This bank contains information on employees who are subject to a garnishment summons under Part I of the Garnishment, Attachment and Pension Diversion Act for a commercial or support debt, that is issued in the National Capital Region. This bank contains court orders, garnishment summonses and administrative documentation identifying individual information. ***Class of Individuals:*** Employees who are in default of a commercial or family support financial obligation. ***Purpose:*** To fulfil the department of Justice's responsibility to administer the Garnishment, Attachment and Pension Diversion Act. ***Retention and Disposal Standards:*** Records are retained for a period of 21 years. ***TBS Registration:*** 003511 ***Bank Number:*** JUS PPE 804

Personal Harassment
Description: This bank contains letters of complaint regarding incidents of harassment; records of interviews both with complainants and alleged harassers; records of interviews with witnesses to incidents; summations of management investigations and analyses of events and records of decisions taken about particular incidents. Such information must be retained as a separate record and not placed on the complainant's Employee Personnel Record. When a disciplinary action results from an investigation, information may be transferred to the Discipline Bank. ***Class of Individuals:*** Departmental employees. ***Purpose:*** The purpose of this bank is to record information necessary for dealing with complaints of personal harassment, sexual harassment, abuse of authority, and poisoned work environment at the workplace, to make decisions in specific instances on whether or not harassment (personal, sexual, abuse of authority and-or poisoned work environment) is occurring, and when this is the case to determine the appropriate action, including disciplinary action, to be taken to end a harassment situation. ***Consistent Uses:*** To support decisions on transfer and discipline of employees. ***Retention and Disposal Standards:*** Records are destroyed two years after the most recent administrative activity in relation to an individual case. ***TBS Registration:*** 003499 ***Bank Number:*** JUS PPE 802

Salary Management System
Description: The Salary Management System is a databank containing personal information for each employee employed by the Department of Justice. The databank contains data on each position within the Department. The data describes for each employee the position number, the status code, the position title, the classification and level, the salary, the bilingual bonus when applicable, and the financial coding. The databank is located in each Administrative Officer's computer and only contains information for those employees employed within their responsibility centre(s). A corporate database containing consolidated information for the full department is also located centrally in the Corporate Managment Sector. ***Class of Individuals:*** Departmental employees. ***Purpose:*** The Salary Management System is a forecasting tool to assist managers manage their salary and FTE (full time equivalent) resources for the current fiscal year. ***Retention and Disposal Standards:*** Data is in accordance with the General Retention Disposal Schedules of the Government of Canada. ***TBS Registration:*** 003510 ***Bank Number:*** JUS PPE 803

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Conflict of Interest and Post-Employment Code
Discipline
Employee Assistance
Employee Personnel Record
Employment Equity Program
Grievances
Harassment
Identification and Building-Pass Cards
Incentive Awards
Occupational Safety and Health
Official Languages
Parking
Pay and Benefits
Performance Reviews and Employee Appraisals
Reliability Checks
Security Clearances
Staffing
Training and Development
Travel and Relocation
Vehicle, Ship, Boat and Aircraft Accidents

Environment Canada
Chapter 42

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Conflict of Interest and Post-Employment Code
Discipline
Employee Assistance
Employee Personnel Record
Grievances
Harassment
Information Disclosures to Investigative Bodies
Occupational Safety and Health
Official Languages
Parking
Pay and Benefits
Performance Reviews and Employee Appraisals
Security Clearances
Staffing
Training and Development
Travel and Relocation
Vehicle, Ship, Boat and Aircraft Accidents

Export Development Corporation

Chapter 43

Particular Banks

Conflict of Interest

Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations, as well as investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties. ***Class of Individuals:*** Current and former employees who are involved in potential or actual conflicts of interest. ***Purpose:*** To support the implementation of the Corporate Policy on Standards of Conduct. ***Consistent Uses:*** To help determine whether a conflict of interest exists and, if so, to find a means of resolving the conflict of interest situation. ***Retention and Disposal Standards:*** Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed. ***TBS Registration:*** 000160 ***Bank Number:*** EDC PPE 810

Employee Career File

Description: This bank contains information on personal characteristics including age, sex, social insurance number (if provided by the employee), employee number, home address, citizenship, education, employment history, career resumes and references, geographical and organizational location, appointments, transfers, salary, promotions and demotions, periods of employment including probationary periods, classification, performance appraisals, discipline, employee assistance, grievances, and may contain notations relating to staffing, training and development, official languages, occupational health and safety, which may also be retained in other banks. Personal information in this bank is also recorded in the computerized Human Resources Information System. ***Class of Individuals:*** Current and former employees. ***Purpose:*** To record information relevant to an employee's career including appointments, transfers, promotions, demotions, classification, performance, assistance, discipline, grievances and termination of employment. ***Consistent Uses:*** To support decisions on staffing; pay and benefits; training and development; official languages; occupational health and safety. ***Retention and Disposal Standards:*** Retained for duration of employment. Following termination, file is combined with Employee Personal File which is retained for one year and then transferred to the control of National Archives of Canada where it held until the individual has reached the age of 70, or until one year after death, provided two years have elapsed since the last administrative action. It may also be retained permanently if judged to be of historical value. ***TBS Registration:*** 000151 ***Bank Number:*** EDC PPE 801

Employee Personal File

Description: This bank contains information on personal characteristics including age, sex, social insurance number, provincial medicare number, employee number, marital status, disability, home address and telephone number, and correspondence related to recruitment and termination, pay and allowances, deductions and benefits, superannuation, attendance and leave, employment equity status if applicable, and physicians' certificates associated with sick leave. Other supporting documentation includes copies of birth certificates of employees, spouses and their children; marriage and death certificates; the name of persons to contact in case of an emergency; banking information for salary deposits; and designation of beneficiary cards. Personal information in this bank is also recorded in the computerized Human Resources Information System. ***Class of Individuals:*** Current and former employees. ***Purpose:*** To provide documentation and authorization of recruitment, termination and superannuation, as well as on employment equity, attendance and leave, disbursement of salary and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. ***Consistent Uses:*** To authenticate decisions on engagement and termination; attendance and leave; pay, allowances and benefits; superannuation; and to enable audit and reconciliation of payroll accounts. The social insurance number is collected under the authority of the Income Tax Act. It is used as an identifier for employment, superannuation, pay and benefits purposes, and is provided along with other information to Revenue Canada for income tax purposes, to Supply and Services Canada for superannuation purposes, to Health and Welfare Canada for pension purposes, to the Public Service Commission and other government institutions for facilitating continuation of employment, to provincial governments for income tax and medicare purposes, and to group insurers for long-term disability claim purposes. Information is also disclosed to a financial institution to facilitate the issuing of salary cheques and to Employment and Immigration Canada, notably with regard to terminated employees in accordance with the Unemployment Insurance Act and Regulations. ***Retention and Disposal Standards:*** Records are retained for the duration of employment. Following termination, they are retained for one year and then transferred to the control of National Archives of Canada where they are held until the individual reaches the age of 70, or until one year after death provided two years have elapsed since the last administrative action. They may also be retained permanently if judged to be of historical value. ***TBS Registration:*** 000152 ***Bank Number:*** EDC PPE 802

Identification and Building-Pass Cards
Description: This bank contains photographs, identification forms and correspondence related to the issuance of identification and building-pass cards. ***Class of Individuals:*** Current and former employees. ***Purpose:*** To issue identification and building-pass cards. ***Retention and Disposal Standards:*** Two years after expiry of identification and building-pass cards, after which the records are destroyed. ***TBS Registration:*** 000161 ***Bank Number:*** EDC PPE 809

Occupational Health and Safety
Description: This bank contains accident and occupational injury or illness investigation reports and related correspondence as well as copies of the Supervisor's Accident Investigation Report, which is retained in the appropriate responsibility centre. The reports contain personal information about injured employees, including age, sex, marital status, social insurance number, home address, salary and employment as required by Labour Canada. First aid treatment records are retained in accordance with Treasury Board policy. Records including medical documents about individuals, claims for compensation, related correspondence and records of sums of money paid are held by Labour Canada under Government Employees Compensation Records (LAB PCE 701). ***Class of Individuals:*** Current and former employees. ***Purpose:*** To record safety and health details and causes of accidents/injuries for accident prevention and health protection purposes and to enable the effective administration of the health and safety program. ***Consistent Uses:*** To support decisions relating to worker's compensation and injury-on-duty leave; to act as a means of preventing injuries and illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work; to establish that individuals subject to certain identified occupational risks are able to continue working without detriment to their health or safety or that of others; and to establish the conditions under which certain individuals with identified illnesses or disabilities are able to continue to work under controlled conditions. The social insurance number is collected under the authority of the Income Tax Act and is included in accident reports submitted to Labour Canada. ***Retention and Disposal Standards:*** Five years for first aid treatment records; ten years for accident and occupational illness or injury investigation reports and related correspondence, as well as the supervisor's accident investigation report, after which the records are destroyed. Records held by Labour Canada are retained for the periods specified in the relevant bank description. ***TBS Registration:*** 000156 ***Bank Number:*** EDC PPE 806

Official Languages
Description: This bank contains course enrolment and attendance information; language training applications containing basic personal data such as first official language, date of birth and social insurance number for identification purposes; language knowledge examination scores; and correspondence about the official language qualifications of employees. Language examination and exemption records are attached to the Employee Career File. Personal information in this bank is also recorded in the computerized Human Resources Information System. ***Class of Individuals:*** Current and former employees. ***Purpose:*** To document and support decisions pertaining to official language training and language testing as well as to document the language training needs and accomplishments of employees. ***Consistent Uses:*** To support and document decisions concerning individual employees on staffing, transfers, and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of the official languages program. The social insurance number is collected under the authority of the Income Tax Act. It is used as an identifier in connection with the language training of employees and is provided to the Public Service Commission and Treasury Board Secretariat as required. ***Retention and Disposal Standards:*** Two years following the date of last documentation, after which the records are destroyed. ***TBS Registration:*** 000155 ***Bank Number:*** EDC PPE 805

Parking
Description: This bank contains permit applications and correspondence about parking of motor vehicles on Corporation-leased property. Records for deductions for payment of parking fees are also included in the pay and benefits records retained on the Employee Personal File. Personal information contained in this bank is also recorded in the computerized Human Resources Information and Administration Information Systems. ***Class of Individuals:*** Current and former employees who have applied for parking permits. ***Purpose:*** To support the administration of parking privileges. ***Consistent Uses:*** To control the issuing and revocation of parking permits and to facilitate the deduction of parking fees from salaries. ***Retention and Disposal Standards:*** Two years after the permit expires, after which the records are destroyed. ***TBS Registration:*** 000159 ***Bank Number:*** EDC PPE 808

Security Clearances
Description: This bank contains personal histories; summaries of Canadian Security Intelligence Service (CSIS) investigations; fingerprint cards; criminal histories; security briefings and correspondence related to the security clearances of employees. (Details of CSIS investigations are maintained in the CSIS Security Assessment bank SIS PPU 005). ***Class of Individuals:*** Current and former employees. ***Purpose:*** To determine the level of security clearance and to provide information for the administration of government security measures. In making decisions on levels of clearance, institutions may refer to the information contained in this bank only and not to investigative information contained in the CSIS's Security Clearance Records Bank. ***Consistent Uses:*** To support decisions on staffing, transfers, promotions, discipline and termination of employment. ***Retention and Disposal Standards:*** Two years after an employee leaves the institution for which the clearance

was done, after which the records are destroyed. ***TBS Registration:*** 000157 ***Bank Number:*** EDC PPE 807

Staffing
Description: This bank contains staffing requests; position descriptions; salary ranges; selection profiles; candidates' applications; evaluation notes from staffing boards; examination papers and test results; offers of employment; notices to candidates and correspondence concerning staffing by various processes, including human resources inventory searches. Records in the bank contain a variety of personal information such as education levels and professional qualifications, and may contain the age, sex and social insurance number, if provided by the candidate. ***Class of Individuals:*** Employee applicants. ***Purpose:*** To select candidates and staff positions. ***Retention and Disposal Standards:*** Records are retained for two years after staffing action has been completed or two years have elapsed after any other administrative action, after which the records are destroyed. Records pertaining to successful applicants are retained on the Employee Personal File and Employee Career File. ***TBS Registration:*** 000153 ***Bank Number:*** EDC PPE 803

Training and Development
Description: This bank contains personal data including course applications and evaluations; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities sponsored by the government and operated by non-government organizations, which may require the use of the social insurance number. Participation and achievement records are attached to the Employee Career File and information on an employee's needs for individual development related to performance may be contained in the Performance Appraisal Form retained on the Employee Career File. Personal information in this bank is also recorded in the computerized Human Resources Information System. ***Class of Individuals:*** Current and former employees. ***Purpose:*** To approve and record the participation of employees in training and development activities. ***Consistent Uses:*** To support decisions on pay and benefits, attendance and leave, transfers, promotions and performance appraisals. The social insurance number is collected under the authority of the Income Tax Act. It may be used as an identifier when required in connection with the training and development of employees. ***Retention and Disposal Standards:*** Two years after completion of the particular training and development undertaken by an employee, after which the records are destroyed. ***TBS Registration:*** 000154 ***Bank Number:*** EDC PPE 804

Travel and Relocation
This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees. It relates to current and former employees. The purpose of this bank is to maintain information regarding travel, relocation and postings of employees. The bank is used to administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims. Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled. ***PAC Number:*** 85-001 ***Bank Number:*** EDC PPE 811

Farm Credit Corporation Canada
Chapter 44

Particular Banks

Conflict of Interest
Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties. ***Class of Individuals:*** Departmental employees. ***Purpose:*** The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest. ***Consistent Uses:*** To support decisions on transfers, discipline and termination of employment. ***Retention and Disposal Standards:*** Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed. ***PAC Number:*** 85-001 ***TBS Registration:*** 001626 ***Bank Number:*** FCC PPE 801

Employment Equity Program
Description: This bank contains information on target group employees. Respondents are asked to identify, by means of a questionnaire, whether they are of native origin, if they have a continuing or permanent physical disability, or form part of a visible minority group. ***Purpose:*** This bank provides documentation for the implementation of the Employment Equity Act. Data are collected to provide a comprehensive picture of employees by target group status (i.e. women, aboriginal people, physically or mentally disabled persons and visible minority groups). This information is used to compile a profile of employees and to compare the situation of target group members with non-target group members, within FCC and with their counterparts in the general labour market. The employee number may be

used to link information in this bank with that in another bank containing employee information (i.e. Human Resources Data Base) in order to obtain statistical information, where the security of such information would be consistent with the uses for which the personal information was collected. ***Consistent Uses:*** The information gathered will be used for institutional purposes in the Corporation's Employment Equity Program to identify and eliminate systematic discrimination in employment and to introduce temporary special measures to ensure target group participation and equitable representation. It may also be used for policy and planning purposes related to employment equity. ***Retention and Disposal Standards:*** The disposal criteria for this bank are yet to be established, but these records will be retained for a period of at least three years after the year in respect of which a report is made. ***PAC Number:*** 85-001 ***TBS Registration:*** 002803 ***Bank Number:*** FCC PPE 802

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Discipline
Employee Assistance
Employee Personnel Record
Grievances
Identification and Building-Pass Cards
Occupational Safety and Health
Official Languages
Parking
Pay and Benefits
Performance Reviews and Employee Appraisals
Security Clearances
Staffing
Training and Development
Travel and Relocation

Federal Office of Regional Development (Quebec)

Chapter 45

Particular Banks

Interdepartmental Secondment
Description: This bank contains information on employees on secondment assignment from other departments such as names, curriculum vitaes, secondment agreements, approval of agreements. ***Class of Individuals:*** Employees on secondments with FORD(Q) and other Departments. ***Purpose:*** To monitor and to ensure that all facts on the agreement are respected. ***Retention and Disposal Standards:*** This information is kept for three years after completion on secondment agreement. ***TBS Registration:*** 003223 ***Bank Number:*** FRQ PPE 805

Request for Transfer File
Description: The bank contains transfer requests from individuals from within FORD(Q) and outside departments. Records may contain personal résumés which may include age, sex, education levels and social insurance number. Performance appraisals may also be included. ***Class of Individuals:*** Employees of FORD(Q) and outside departments. ***Purpose:*** To provide a record of information used in staffing positions in a government institution. ***Retention and Disposal Standards:*** Records are kept for a period of two years after which they are destroyed. ***TBS Registration:*** 003224 ***Bank Number:*** FRQ PPE 810

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Conflict of Interest and Post-Employment Code
Employee Personnel Record
Employment Equity Program
Grievances
Harassment
Occupational Safety and Health
Official Languages
Pay and Benefits
Performance Reviews and Employee Appraisals
Staffing
Training and Development

Fisheries and Oceans
Chapter 46

Particular Banks

Attendance and Leave
Description: The bank contains information on all approved leave requests and monthly attendance reports and notes including physician certificate forms justifying absences. ***Class of Individuals:*** The information relates to departmental employees. ***Purpose:*** The information is obtained for the administration of employee attendance and leave. ***Consistent Uses:*** Verification of absences against leave credits, salary payments against attendance reports, recording of leave on annual leave report form and to evaluate use of leave and rates of absenteeism. ***Retention and Disposal Standards:*** The records are destroyed one year after expiry of fiscal year. ***PAC Number:*** 85-001 ***TBS Registration:*** 000628 ***Bank Number:*** DFO PPE 805

Harbour Managers
Description: Contains information as to date of appointment (and cancellation), remuneration for services performed. Note: With the exception of 30 PY's in the Pacific Region, the remainder receive remuneration based on a percentage of the revenue collected at the harbour. Contains information on Harbour Managers appointed by the Minister. File on each Harbour Manager contains information as to name, address, phone number, education, social insurance number, experience, and references. Harbour Managers are appointed by the Minister in accordance with the Fishing and Recreational Harbours Act. Active and historical information from this bank is required for administration purposes. Harbour Managers are also designated as Enforcement Officers, in accordance with the Act. They provide on-site management, collect revenue and enforce the Act and Regulations. The information is used for audit purposes and occasionally for Court action, resulting from clients disobeying directions or not paying for berthing or other services. The retention and disposal of information in this bank is to be determined with departmental records management and National Archives of Canada. ***Class of Individuals:*** Harbour Managers ***Purpose:*** Provide on – site management, collect revenue and enforce the Act and Regulations. ***Consistent Uses:*** The infomation is used for audit purposes and occasionnally for Court action, resulting from clients disobeying directions or not paying berthing or other services. ***Retention and Disposal Standards:*** Is determined with departmental records mangement and National Archives of Canada. ***PAC Number:*** 85-001 ***TBS Registration:*** 000640 ***Bank Number:*** DFO PPE 801

National Priority Clearance and Liaison Service
Description: This bank contains information regarding the staffing/redeployment of priority persons in the department. It contains information related to the candidates and positions for which they were considered. This information relates to all employees of DFO whose position has been identified as surplus. When staffing a position in DFO, this inventory is accessed to ensure priority persons are given due consideration for redeployment. The bank information may also be used for other related administrative purposes. Statistical reports to Central Agencies (PSC & TBS) and bargaining agents are also compiled from this bank. The retention and disposal standards have yet to be determined. ***Class of Individuals:*** It contains information related to the candidates and positions for which they were considered. This information relates to all employees of DFO whose position has been identified as surplus. ***Purpose:*** This inventory is accessed to ensure priority persons are given due consideration for redeployment. The bank information may also be used for other related administrative purposes. ***Retention and Disposal Standards:*** Have yet to be determined. ***TBS Registration:*** 003625 ***Bank Number:*** DFO PPE 802

Performance Reviews and Employee Appraisals
Description: Contains information regarding the level of performance of individual employees in terms of skills, abilities, and accomplishments. Files contain copies of annual PRAR reports which contain employee evaluations, summaries of performance reviews, abilities and characteristics, objectives, training and development. ***Class of Individuals:*** All employees in the executive group (EX) and employees falling under merit/performance pay plans (except PE's). ***Purpose:*** As employees are subject to merit/performance pay plans, their performance evaluations must be kept since they are an important element in determining their annual salary rate. Performance quotas have to be met and statistical information has to be produced. Therefore, easy access to performance evaluations is a must. ***Consistent Uses:*** Determination of annual salary and identification of training and development needs. ***Retention and Disposal Standards:*** Files are destroyed once employees terminate employment with the Department. ***PAC Number:*** 85-001 ***TBS Registration:*** 000635 ***Bank Number:*** DFO PPE 807

Staffing (II)
Description: This bank contains general documentation related to specific positions (up to EX) and specific documentation related to individual performance as a result of competitions. The information includes application form, resume, appraisal, assessment, board report, eligible lists, conflict of interest and agreement to become bilingual. ***Class of Individuals:*** Applicants competing or being given consideration for a position. ***Purpose:*** The purpose of this bank is to assess applicants for positions. ***Consistent Uses:*** Information used during competitive process and appointments from eligible lists when established. May also be used at an appeal hearing or during an investigation. ***Retention and Disposal Standards:*** Records are retained for three

years in department. ***PAC Number:*** 85-001 ***TBS Registration:*** 001742 ***Bank Number:*** DFO PPE 804

Staffing – Executive Group (I)
Description: Contains general information regarding the staffing of executive group positions in the Department, and information related to the position being staffed, the candidates and the successful candidate. General documentation related to specific positions (up to EX-5). ***Class of Individuals:*** Employees at the EX levels; applicants from feeder groups competing or being given consideration for a position. ***Purpose:*** When staffing a position in the public service, a staffing file has to be prepared for reference and audit purposes. ***Consistent Uses:*** Information used during competitive process. ***Retention and Disposal Standards:*** Records are retained for three years. ***PAC Number:*** 85-001 ***TBS Registration:*** 000627 ***Bank Number:*** DFO PPE 803

Training and Development
Description: Contains personal data including course application; personal record identifier (PRI); records of fee payments and correspondence related to participation of employees in training activities sponsored by both government and non-government organizations; departmental training records for in-house courses (data on employees who have attended including PRI); information required for central agency reporting purposes including forms (training – expenditure, and training – human resource reports) detailing resources expended (financial and human) in the provision of training; individual records on employees who are on extended educational leave, CAP and other special development programs. These banks (files) include resumes, performance reviews, return of service undertaking agreements and forms indicating management approval; inventory of training/authorization forms; inventory of CAP participants; inventory of interchange participants; inventory of educational/leave participants; and inventory of professional development leave participants.. ***Class of Individuals:*** Employees of the Department of Fisheries and Oceans and other public servants who have either attended DFO courses or who have acted as instructors in DFO courses. ***Purpose:*** To provide documentation for the administration of training and development programs within the Department of Fisheries and Oceans; administrative focal point with central agencies on TDIS and development programs; and submission of cases for review by the Human Resource Committee. ***Consistent Uses:*** To register employees on courses and maintain a record of courses taken; to enable follow-up concerning payment and provide Treasury Board with information relating to training activities; to provide management with information concerning employee training taken and planned training activities. ***Retention and Disposal Standards:*** Training forms retained until the end of the year and then sent to registry. ***PAC Number:*** 85-001 ***TBS Registration:*** 000630 ***Bank Number:*** DFO PPE 806

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Conflict of Interest and Post-Employment Code

Employee Personnel Record

Employment Equity Program

Grievances

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Security Clearances

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Foreign Affairs and International Trade Canada

Chapter 47

Central Banks

Personnel Administration: Non-Foreign Affairs Appointments
Description: The bank contains records pertaining to individuals who have been posted to a mission abroad. The information in the bank relates to the appointment, personal characteristics and administrative posting arrangements for the individual. ***Class of Individuals:*** Federal government employees who are not employees of the Department of Foreign Affairs and International Trade (DFAIT)who have been posted to a mission abroad. ***Purpose:*** The purpose of this bank is to retain information relevant to the policies and procedures concerning the posting to a Canadian diplomatic mission abroad of federal government employees other than employees of DFAIT. ***Retention and Disposal Standards:*** Information is retained in the bank for two years after the completion of the individual's posting and then destroyed. ***TBS Registration:*** 000350 ***Bank Number:*** EAC PCE 701

Particular Banks

In 1990, the Department commenced the development of a comprehensive electronic database of personal information banks related to both non-rotational and rotational departmental personnel. The system, known as INFONNEL (Information/Personnel), is to incorporate existing data banks into one system but continue to limit access to specific data on a need-to-know basis. The integrated database is required for efficient administration particularly of the rotational service. Affected banks, as they apply to rotational personnel, are EAC PPE 802, EAC PPE 803, EAC PPE 804, EAC PPE 805, EAC PPE 806, EAC PPU 045, Standard Banks EAC PSE 901, PSE 902, PSE-903, PSE 904, PSE 910, PSE 911, PSE 913, PSE 915; the label «INFONNEL» follows the individual bank title.

Department of Foreign Affairs and International Trade: Security and Personal Safety of Employees ***Description:*** This bank contains detailed information concerning each Canadian mission abroad, including records covering the various facets of security of personnel, information and Canadian Government property. Information in the bank is provided by federal government employees and third-party sources in Canada and abroad. Individual employees would be mentioned only incidentally, for instance as the source of information and would not be the reason for assembling material in this bank. ***Class of Individuals:*** Canadian government employees who have been assigned to a Canadian mission abroad. ***Purpose:*** The purpose of this bank is to retain detailed information concerning each Canadian mission abroad, including records covering the various facets of security of personnel, information and Canadian Government property. ***Retention and Disposal Standards:*** These records are retained indefinitely. ***TBS Registration:*** 000352 ***Bank Number:*** EAC PPE 802

Employment Equity Program
Description: The bank contains personal information on employees such as education, work history and career aspirations, training and development, which is collected by means of questionnaires and/or interviews or compiled from employees' files or automated data systems. Respondents are asked to identify whether they are a native person, if they have a persistent disability, or form part of a visible minority. The social insurance number or an employee number may be used to identify employees in instances where government institutions are not able to employ an anonymous questionnaire as well as when these identifiers are required to locate employee records. ***Class of Individuals:*** Departmental employees. ***Purpose:*** This bank provides documentation for the implementation of the employment equity policy in government institutions falling under the Public Service Staff Relations Act, Part 1, Schedule 1. Data is collected to provide a comprehensive picture of employees by sex and by target group status (e.g. women, aboriginal peoples, physically or mentally handicapped persons, and members of visible minorities). This information is used to compile a personnel profile of employees and to compare the situation of target group members with non-target group members within a government institution and with their counterparts in the general labour market. The social insurance number or employee number may be used to link information in this bank with that in another bank containing employee information (e.g. the Personnel Management Information System) in order to obtain statistical information, where the securing of such information would be consistent with the uses for which the personal information was collected. ***Consistent Uses:*** The information gathered will be used for institutional purposes in the government's employment equity program to identify and eliminate systemic discrimination in employment, to monitor the progress of the program and to introduce temporary special measures to ensure that target groups participate in and are equitably represented in the federal public service. It may also be used for policy and planning purposes related to employment equity. ***Retention and Disposal Standards:*** The disposal criteria for this bank are to be established. ***TBS Registration:*** 000370 ***Bank Number:*** EAC PPE 805

Official Languages
Description: This bank contains course enrolment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; Second Language Evaluation (SLE) scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also contain duplicate input forms for the Official Languages Information System (OLIS) and the Language Training Module (LTM). Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat. ***Class of Individuals:*** Departmental employees. ***Purpose:*** The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal Public Service, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees. ***Consistent Uses:*** To support and document decisions concerning individual employees on staffing, entitlement to bilingual bonus, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs. Access to this data bank is bilingual. ***Retention and Disposal Standards:*** Two years after last documentation the records are destroyed. ***TBS Registration:*** 000358 ***Bank Number:*** EAC PPE 803

Performance Reviews and Employee Appraisals
Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities,accomplishments and interests. ***Class of Individuals:*** Departmental employees. ***Purpose:*** The purpose of this bank is to

maintain information regarding the level of performance of individual employees within government institutions, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation. ***Consistent Uses:*** To support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment. ***Retention and Disposal Standards:*** For executive level and rotational officers, reviews are kept for the duration of employment and then transferred to the National Archives of Canada. Records are retained ten years for employees in the Management Resources Information System and three years for all other employees, after which the records are destroyed. ***TBS Registration:*** 000364 ***Bank Number:*** EAC PPE 804

Personnel Administration – Locally-Engaged Staff
Description: The bank contains appointments, appraisals, classification, geographic location, pay, pension, separation, training and travel of locally-engaged staff at Canadian missions abroad. ***Class of Individuals:*** Individuals who have been employed as locally-engaged staff at Canadian missions abroad. ***Purpose:*** The purpose of this bank is to retain information relating to the administration of staff engaged by Canadian missions in the countries where the missions are located. ***Retention and Disposal Standards:*** Records at the mission are destroyed six months after the employee leaves the service of the mission; records at Ottawa headquarters are retained and disposed of in accordance with normal departmental policy for personnel records. ***TBS Registration:*** 000351 ***Bank Number:*** EAC PPE 801

Training and Development
Description: This bank contains personal data including course applications and evaluations; social insurance number; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank. ***Class of Individuals:*** The bank concerns employees of the institution. ***Purpose:*** The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions. ***Consistent Uses:*** It is used to approve and register the participation of employees in training and development activities and to certify the achievements of employees. ***Retention and Disposal Standards:*** Records are retained for the duration of employment plus one year until employee personnel records are automated, at which time records beyond three years will be destroyed. ***TBS Registration:*** 002507 ***Bank Number:*** EAC PPE 806

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Grievances

Identification and Building-Pass Cards

Occupational Safety and Health

Parking

Pay and Benefits

Harassment

Security Clearances

Staffing

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Freshwater Fish Marketing Corporation

Chapter 48

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program
Grievances
Harassment
Identification and Building-Pass Cards
Incentive Awards
Occupational Safety and Health
Official Languages
Parking
Pay and Benefits
Performance Reviews and Employee Appraisals
Security Clearances
Staffing
Training and Development
Travel and Relocation
Vehicle, Ship, Boat and Aircraft Accidents

Great Lakes Pilotage Authority Canada
Chapter 49

Particular Banks

Employee Personnel Files
Description: These files maintain a general record of information on individuals who are employees of the Authority and may contain the following: Attendance and Leave; Discipline; Grievances; Identification and Building-Pass Cards; Official Languages; Performance Review and Employee Appraisals; Staffing; Training and Development; Travel and Relocation. ***Retention and Disposal Standards:*** The retention period is seven years. Access to these files will require a name and address. ***TBS Registration:*** 002998 ***Bank Number:*** GLP PPE 805

Order-In-Council Appointments
Description: Information in this bank includes the curricula vitae of members, Orders-in-Council appointing them to the Board, correspondence, travel expense claims. ***Purpose:*** Information is used in the completion of travel documentation and for remuneration of members. ***Retention and Disposal Standards:*** Files are retained of seven years. ***TBS Registration:*** 002999 ***Bank Number:*** GLP PPE 810

Register of Pilots
The purpose of this bank is to retain a register of employee certificates and qualifications for employee pilots required under the Pilotage Act. It contains information on physical characteristics, licences, certificates, and pilots' accidents and incidents. Files are retained indefinitely. ***Bank Number:*** GLP PPE 801

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Employee Personnel Record
Pay and Benefits

Hazardous Materials Information Review Commission
Chapter 50

Particular Banks

Managerial and Confidential Exclusions
Description: This bank contains individual employee data related to exclusions. It includes effective dates of exclusion, bargaining unit identification, position number and title, employee group and level and the rationale on which the employee was excluded. ***Class of Individuals:*** Employees of the Hazardous Materials Information Review Commission. ***Purpose:*** The purpose of this bank is to maintain a complete listing of all managerial and confidential exclusions in the Commission and is the only official record of exclusion status. ***Retention and Disposal Standards:*** Notice of acceptance or objection is retained for three years and exclusion files for five years. ***TBS Registration:*** 002881 ***Bank Number:*** HMI PPE 805

Person-Year Utilization System
Description: This bank contains the name of each employee on strength, at the end of the reporting period, together with their classification and date of employment. This information is used to verify the correct identity of individuals and to link the information in this bank with that from the CCAC Personnel Information System. ***Class of Individuals:*** The information relates to employees of the Commission. ***Purpose:*** The purpose of this bank is to calculate

person-year utilization, which is used for internal management information purposes and in the annual reporting to Treasury Board. ***Retention and Disposal Standards:*** These files are retained for two years. ***TBS Registration:*** 002883 ***Bank Number:*** HMI PPE 810

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post Employment Code

Employee Personnel Records

Identification and Building Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Review and Employee Appraisals

Reliability Checks

Security Clearances

Staffing

Training and Development

Travel and Relocation

Health Canada

Chapter 51

Central Banks

Health Unit Files

Description: This bank contains some or all of the following types of information: emergency treatment, return to work visits, examinations, counselling, troubled employee counselling, referral and audiogram reports. Persons seeking access to this bank must supply their full name, date of birth and location of the record sought. ***Class of Individuals:*** Federal public servants. ***Purpose:*** The purpose of this bank is to maintain records of all health unit consultations including emergency treatment, return to work visits, counselling and referrals, examinations and troubled employee referrals. The information is also used to perform occupational health monitoring. ***Consistent Uses:*** Information may be used internally for program management purposes and for purposes of research, planning, evaluation, statistics and for internal audit purposes. Information also related to HWC PCE 701. ***Retention and Disposal Standards:*** Records are retained until the employee reaches age 75, or if 70 years of age or over, they are retained five years after the last examination. Upon expiry of the retention period, some of these records will then be preserved by the National Archives of Canada for archival purposes and the remainder destroyed. ***PAC Number:*** 77437/607107 ***TBS Registration:*** 002747 ***Bank Number:*** HCan PCE 703

Medical Records

Description: This bank contains some or all of the following types of information: medical, psychiatric, psychological and consultant's reports, findings and assessments, laboratory tests and reports, x-rays, and treatment and counselling reports. Persons seeking access to this information must supply their full name, date of birth and location of the record sought. ***Class of Individuals:*** Federal public servants, former public servants and prospective public servants. ***Purpose:*** The purpose of this bank is to maintain occupational health records for federal public servants and prospective public servants including surveillance and maintenance of occupational and environmental health factors, pre-employment, periodic medical and mental health assessments, counselling, first aid and emergency treatment in the work place. The information is used to support medical, mental health, employment and pension decisions/entitlements. ***Consistent Uses:*** Information may be used internally for program management purposes and for purposes of research, planning, evaluation, statistics and for internal audit purposes. ***Retention and Disposal Standards:*** Records are retained until the employee reaches age 75 or if 70 years of age or over, they are retained five years after the last examination. Upon expiry of the retention period, some of these records will then be preserved by the National Archives of Canada for archival purposes and the remainder destroyed. ***PAC Number:*** 577437/638944/607107 ***TBS Registration:*** 002745 ***Bank Number:*** HCan PCE 701

Public Service Health Medical Review Board Files

Description: This bank contains some or all of the following types of information: applications, medical reports, medical examination findings, medical and psychological assessments, laboratory reports or x-rays. Persons seeking access to this information bank must supply their full name, date of birth and case file number. ***Class of Individuals:*** Federal public servants. ***Purpose:*** The purpose of this bank is to maintain a record of decisions/recommendations on contentious medical cases assessed by the Public Service Health Medical Review Board. ***Consistent Uses:*** Information may be used internally for program management purposes and for purposes of research, planning, evaluation, statistics and for internal audit purposes. Information also related to HWC PCE 701 ***Retention***

and Disposal Standards: Records are retained until the employee reaches 75 or if 70 years of age or over, they are retained 5 years after the last examination. Upon expiry of the retention period, some of these records will then be preserved and the remainder destroyed. ***PAC Number:*** 577437/607107 ***TBS Registration:*** 002746 ***Bank Number:*** HCan PCE 702

Particular Banks

Departmental Complaints File (Employees)
Description: Information in this bank includes Canadian Human Rights Act complaints and anti-discrimination complaints forwarded to the Department of National Health and Welfare. ***Class of Individuals:*** Employees and ex-employees who have registered a complaint to the Canadian Human Rights Commission or Public Service Commission. ***Purpose:*** Records in the bank apply to all employees of the Department who have filed formal complaints and are used to seek resolution or defence or to decide on a course of action. ***Consistent Uses:*** The use is consistent with the purpose indicated in part 5. ***Retention and Disposal Standards:*** The files are kept for two years after the last use for an administrative purpose and are then destroyed. ***PAC Number:*** 86-001 ***TBS Registration:*** 002748 ***Bank Number:*** HCan PPE 801

Garnishment
Description: The bank contains the legal documentation associated with the garnishment of salaries and fees in respect of individuals for whom garnishment action has been taken. ***Class of Individuals:*** Departmental employees and departmental contractors engaged as an individual under contract for services. ***Purpose:*** The purpose of this bank is to coordinate and control the garnishment process, to implement the pay administration aspects and to ensure that the Department responds to Court Orders within the time limits specified in the legislation. ***Consistent Uses:*** It enables execution of orders of garnishment, attachment or diversion of funds in accordance with the Garnishment, Attachment and Pension Diversion Act. ***Retention and Disposal Standards:*** The records are retained for two years after the expiry of the fiscal year or last use for an administrative purpose, whichever is later. ***PAC Number:*** 86-001 ***TBS Registration:*** 002787 ***Bank Number:*** HCan PPE 803

Incentive Awards
Description: The bank includes information on public servants who have been nominated for awards under the federal government's Incentive Awards Plan. Such information may include curricula vitae, narratives in support of meritorious contributions related to their duties or practised suggestions for improvement of Public Service operations and completed recommendation reports concerning either the Merit Award or the Suggestion Award. ***Class of Individuals:*** Public servants who have been nominated for awards under the federal government's Incentive Awards Plan. ***Purpose:*** To identify individuals who have been nominated for awards under the federal government's Incentive Awards Plan. ***Consistent Uses:*** The information in this bank is used to establish precedents for awards and to provide an audit trail for the disbursements of funds. ***Retention and Disposal Standards:*** Individual awards funded by the institution are maintained for 6 years. Files affecting precedence must be transferred to the control of the PAC upon expiry of the retention period. ***PAC Number:*** 86-001 ***TBS Registration:*** 002914 ***Bank Number:*** HCan PPE 810

Management Development Program
Description: This bank contains the name, home and mailing address, telephone number, employee group and level, Social Insurance Number or Personal Record Indicator, educational background, career plans, Employment Equity information, rationale of sponsoring managers nominating applicants, performance appraisals and/or attestations of performance, assessment centre, evaluation results, results of interviews and recommendations of the HPB Selection and Advisory Committee (BSAC) for participation in the Management Development Program and Assignments. ***Class of Individuals:*** All employees of Health Protection Branch aspiring in the mid to short term to positions in the EX group. ***Purpose:*** Selection of participants for the Management Development Program. ***Consistent Uses:*** The information gathered in this bank is used only for the assessment of candidates by the Selection Committee(s). ***Retention and Disposal Standards:*** Retention for a minimum of two years from the date applicants have been informed of selection results. Files are then destroyed. ***TBS Registration:*** 003667 ***Bank Number:*** HCan PPE 815

Managerial and Confidential Exclusions Records
Description: Information in the bank pertains to employees excluded from collective bargaining, and includes date of exclusion, exclusion code, level, group, branch and division. ***Class of Individuals:*** Records in the bank apply to HWC employees excluded from collective bargaining for managerial or confidential reasons. ***Purpose:*** The purpose of this information bank is to record data on employees excluded from collective bargaining. ***Consistent Uses:*** The use is consistent with the purpose indicated in part 5. ***Retention and Disposal Standards:*** The records are retained for 2 years after the information has been superseded or becomes obsolete and are then destroyed. ***PAC Number:*** 86-001 ***TBS Registration:*** 002900 ***Bank Number:*** HCan PPE 802

Person-Year Accounting and Control System (PYAC)
Description: This bank contains person-year utilization information by individual. The social insurance number is used to verify the correct identity of individuals, and to link the information in this bank with that from the Departmental Personnel Information System. ***Class of Individuals:*** The information relates to employees of the Department. ***Purpose:*** The purpose of this bank is to record person-year utilization information, which is used

for internal management information purposes and in the annual reporting to Treasury Board. Reporting on person-year utilization is a financial responsibility. ***Consistent Uses:*** Use of this bank is consistent with the purpose specified in section 5. ***Retention and Disposal Standards:*** The records are retained for six years and are then destroyed. ***PAC Number:*** 86-001 ***TBS Registration:*** 002749 ***Bank Number:*** HCan PPE 804

Priority Referral and Clearance Centre Files
Description: This bank contains basic personal data, statutory or administrative data, and results of referrals made to managers and/or staffing officers of the Department. ***Class of Individuals:*** Employees of the institution and persons who have been laid off by the institution. ***Purpose:*** This bank was created in accordance with sections 29, 30 and 37 of the Public Service Employment Act and sections 33 to 38 of the Public Service Employment Regulations to provide information relating to employees with an administrative or statutory priority for appointment. It exists in accordance with various Public Service Commission policies in order to provide information relating to employees with a priority for appointment. ***Consistent Uses:*** Use of the bank is consistent with the purpose specified in part 5. ***Retention and Disposal Standards:*** Hard copy records are retained for five years from the date the employee's priority status is terminated, after which the records are destroyed. Computer files are kept indefinitely. ***PAC Number:*** 86-001 ***TBS Registration:*** 002901 ***Bank Number:*** HCan PPE 805

Standard Banks

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Attendance and Leave
Conflict of Interest and Post-Employment Code
Discipline
Employee Assistance
Employee Personnel Record
Employment Equity Program
Grievances
Harassment
Identification and Building-Pass Cards
Incentive Awards
Occupational Safety and Health
Official Languages
Parking
Pay and Benefits
Performance Reviews and Employee Appraisals
Security Clearances
Staffing
Training and Development
Travel and Relocation

Human Resources Development Canada

Chapter 52

Central Banks

Government Employees Compensation Records
Description: Information contained in this bank includes reports of accidents, claims for compensation, supporting medical documents, correspondence and records of amounts of money paid. ***Class of Individuals:*** Federal and Crown corporation employees. Proof of identification may be required before access is granted. ***Purpose:*** The purpose of this bank is to record all claims for compensation under the Government Employees Compensation Act. ***Consistent Uses:*** The files are used to establish validity of claims and to determine workers' compensation entitlement. ***Retention and Disposal Standards:*** Three years after claim is settled. The complete file is then microfilmed. The microfilm is retained for 100 years. ***PAC Number:*** 69-089, Amend. 1 ***TBS Registration:*** 000457 ***Bank Number:*** HRDC PCE 701

Pilot Project in Disability Management
Description: Information contained in this bank includes information obtained from employees of Correctional Services Canada, Human Resources Development Canada, National Defence, and Public Works and Government Services who participate in the Pilot Project in Disability Management. The information is obtained by the Project's Case Managers in order to develop and implement an employee's individualized return-to-work plan that specifies the responsibilities of the employer, employee, attending physician, and other service providers who may be involved in the employee's rehabilitation and return-to-work process. It may also include a licensed medical practitioner's statement of physical or mental capacities of the individual. ***Class of Individuals:*** Employees of the participating institutions who have experienced an injury or illness and are being assisted with their workforce reintegration. ***Purpose:*** The purpose of this bank is to assist Case Managers with pilot testing a Disability Management program that helps prevent disability and assists employees to quickly and safely return to work after an injury or illness. ***Consistent Uses:*** Information contained in this bank will be used to evaluate the effectiveness of Disability Management and the Pilot Project. ***Retention and Disposal Standards:***

Information will be retained for no less than two years after the last activity relating to the employee's return to work. ***Related to PR#:*** HRDC MSC 025 ***TBS Registration:*** 003410 ***Bank Number:*** HRDC PCE 705

Particular Banks

Career Planning and Review Inventory
Description: This bank may include the following documents: two or more of the most recent evaluations, the Career Planning Data Sheet, Management Resources Information Summary and a resumé, if available. ***Class of Individuals:*** Employees in HRDC. ***Purpose:*** The information in this bank will be used in the Career Planning and Review process, by the members of the Career Planning and Review Committees and for referrals for assignments or secondments by user managers. Members of the committees have access to the information in this bank, through the Human Resources Planning Officer or the Chief, Human Resources Planning, and/or the responsible administrative unit. ***Consistent Uses:*** The consistent uses of this information may include the creation of staffing inventories to identify candidates who have expressed specific interests to aid in staffing positions as they become available. It may also be used in setting priorities and authorizing training and development to meet identified needs in human resources planning, and for statistical analysis forecasting and internal audits. It may also be provided to private sector survey firm s for evaluation, statistics, research and planning. ***Retention and Disposal Standards:*** The retention period is five years for managers. ***Contact:*** Director, Operations Services Division – Quebec, Human Resources, HRDC, Place du Portage, Phase IV, 3rd Floor, Hull, Quebec, K1A 0J9. ***TBS Registration:*** 002006 ***Bank Number:*** HRDC PPE 802

Human Resources Planning Information Program (HRPIP)
Description: This computerized bank was developed by managers to assist in the preparation of their Human Resources Planning exercise. It contains information on HRDC positions, employees, staffing action/adjustments, and Training and Development. Position information collected includes the Position number, title, group and level, exclusion indicator, language requirements, unit, reporting relationship (supervisor's position number and title). Employee information includes the Public service start date, birthdate, home address and telephone number, employee type (full-time, part-time, etc.) position title and number, location and telephone number, bilingual capability, employment history , career aspirations, mobility, training and development history (as well as proposed), date of last performance appraisal (as well as a BF for the next due appraisal). The system also keeps track of start/end dates for acting, secondment and assignment situations with an active BF system. Staffing action/adjustment module keeps track of areas which, in the opinion of the manager, will require some action to ensure that operational demands are met; this includes vacancies which are likely to occur due to long-term disability leave, maternity leave, care and nurturing leave, extended vacation leave and any other situation which will require attention. The Training and Development module records available courses, maintains a list of employees identified for each course through the appraisal process, as well as the status of this training (proposed, approved, completed). ***Class of Individuals:*** Employees of the institution whether indeterminate, term, casual, full-time or part-time. ***Purpose:*** To assist managers in the preparation of their Human Resources Plans. ***Consistent Uses:*** To support such personnel functions as human resources planning and development, performance evaluations, training, relocation, employment equity; to produce management reports (e.g. regarding official languages, employment equity, labour supply/demand forecasts, training forecasted/completed, overview of employee age/service (possible retirement projections). Social insurance number is collected and used for non-statutory purposes, until such time as i t can be replaced by HRDC's new Human Resources Employee Identification Number System. ***Retention and Disposal Standards:*** Retained for a minimum of two years following last action. ***TBS Registration:*** 003331 ***Bank Number:*** HRDC PPE 812

Income Security Programs Branch Employee Profile Questionnaire (I.S.P.)
Description: The bank includes information on public servants of the Income Security Programs Branch, containing their name, classification (group & level), first official language and education. ***Class of Individuals:*** Employees of the Income Security Programs Branch of Human Resources Development Canada. ***Purpose:*** To identify training needs, in order to plan for appropriate employee training in the future. ***Consistent Uses:*** Human resource planning. ***Retention and Disposal Standards:*** Retained for two years after the subject person leaves ISPB, at which time records are destroyed. **Note:** This bank will no longer exist in 1995-1996. ***PAC Number:*** 86-001 ***TBS Registration:*** 003121 ***Bank Number:*** HRDC PPE 815

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages
Parking
Pay and Benefits
Performance Reviews and Employee Appraisals
Security Clearances
Staffing
Training and Development
Travel and Relocation

Immigration and Refugee Board

Chapter 53

Particular Banks

Automated Property Access Security – Toronto I
Description: This bank contains information relating to the use of individual identification access numbers. ***Class of Individuals:*** Employees in the Toronto I Region only. ***Purpose:*** The purpose of this bank is to provide a record of the access to Board property. ***Consistent Uses:*** The information in this bank would be used in the event of a breach in Board security. ***Retention and Disposal Standards:*** The information is retained for eight months and then deleted. In the event that any information is used for an administrative purpose the information used would be retained for two years after the last administrative action and then deleted. ***TBS Registration:*** 003177 ***Bank Number:*** IRB PPE 804

Automated Property Access Security – Toronto II
Description: This bank contains information relating to the use of individual identification access cards. ***Class of Individuals:*** Employees in the Toronto II Region only. ***Purpose:*** The purpose of this bank is to provide a record of the access to Board property. ***Consistent Uses:*** The information in this bank would be used in the event of a breach in Board security. ***Retention and Disposal Standards:*** The information is retained for one year and then deleted. In the event that any information is used for an administrative purpose the information used would be retained for two years after the last administrative action and then deleted. ***TBS Registration:*** 003178 ***Bank Number:*** IRB PPE 805

Employee Assistance
Description: The Board has a Memorandum of Understanding with Health and Welfare Canada, Public Services Health – Medical Services Branch to provide Employee Assistance Services to all employees and members of the Board. No Employee Assistance Program (EAP) information banks exist within the Board. The NHW EAP Bank contains information treated in a confidential fashion that is relative to IRB employee involvement in EAP; notice of voluntary or mandatory (supervisory work performance related) referral; records of reference to, or reports and correspondence from a health professional or rehabilitation agency; and only non-medical interpretations concerning an employee's work capabilities or limitations. All personal medical data shall be maintained in a medical protected status under the control of the Medical Services Branch, National Health and Welfare. Work relating to work performance deficiencies, absenteeism and disciplinary matters are to be held in the appropriate institutional personal information bank and not held with EAP files. ***Class of Individuals:*** Employees and Members of the Board. ***Purpose:*** The purpose of this bank is to record information necessary for the administration of the Employee Assistance Program. To determine the need for employee assistance counselling, referrals for medical evaluations and participation in rehabilitation programs. ***Consistent Uses:*** To support decisions regarding employee assistance measures. ***Retention and Disposal Standards:*** Two years following the date of the most recent reference to employee assistance, after which the records are destroyed. ***TBS Registration:*** 003176 ***Bank Number:*** IRB PPE 803

Member Tracking System
Description: This information bank contains personal data on members, such as home addresses, telephone numbers, dates of assignments, expiration dates of assignments; and the language spoken by Members. ***Class of Individuals:*** Members of the Board. ***Purpose:*** The purpose of this data bank is to keep track of Board Members' appointment and expiration dates. It is also used as the source list of individuals available to hear cases for the Board. ***Retention and Disposal Standards:*** Records are destroyed two years after the expiry of a Member's term of appointment. ***PAC Number:*** 85-001 ***TBS Registration:*** 003174 ***Bank Number:*** IRB PPE 801

Refugee Claims Officer (RCO) Tracking System
Description: This information bank contains the names and addresses of RCOs. ***Class of Individuals:*** Employees of the Board. ***Purpose:*** This information is used to schedule RCOs to refugee cases. ***Consistent Uses:*** This information is used to schedule RCOs to refugee hearings and to generate reports on their assigned cases. ***Retention and Disposal Standards:*** Records will be retained for two years after the last administrative use. ***TBS Registration:*** 003175 ***Bank Number:*** IRB PPE 802

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Conflict of Interest and Post-Employment Code
Discipline
Employee Personnel Record
Employment Equity Program
Grievances
Harassment
Identification and Building-Pass Cards
Incentive Awards
Occupational Safety and Health
Official Languages
Parking
Pay and Benefits
Performance Reviews and Employee Appraisals
Reliability Checks
Security Clearances
Staffing
Training and Development
Travel and Relocation

Indian and Northern Affairs Canada

Chapter 54

Particular Banks

Workforce Adjustment Program

Description: This bank contains personal information on employees who are entitled to a staffing priority (as defined in the Public Service Employment Act) and on those employees given an administrative priority by the Public Service Commission. Personal information includes: educational background; employment history; address; training and development; preferred location of employment within Canada; and willingness to accept lower-level positions. Social insurance numbers may be used to identify employees. This information is collected by means of questionnaires, interviews and curricula vitae. ***Class of Individuals:*** Departmental employees. ***Purpose:*** This bank provides documentation to personnel officers in order to facilitate the placement in locations across Canada of those employees currently entitled to a staffing priority within the Public Service of Canada. The bank is also used to support decisions regarding the placement of priority employees in positions within the Department or in other departments and agencies. ***Retention and Disposal Standards:*** Records are retained for three years after an employee entitled to a staffing priority is placed. ***PAC Number:*** 85-001 ***Related to PR#:*** INA HRB 921 ***TBS Registration:*** 002541 ***Bank Number:*** INA PPE 801

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Conflict of Interest and Post-Employment Code
Discipline
Employee Assistance
Employee Personnel Record
Employment Equity Program
Grievances
Harassment
Identification and Building-Pass Cards
Incentive Awards
Occupational Safety and Health
Official Languages
Parking
Pay and Benefits
Performance Reviews and Employee Appraisals
Security Clearances
Staffing
Training and Development
Travel and Relocation
Vehicle, Ship, Boat and Aircraft Accidents
Workplace Day Care

Industry Canada
Chapter 55

Central Banks

Conflict of Interest Records
Description: This bank contains information regarding the classes of persons referred to in the Conflict of Interest and Post– Employment Code for public office holders. It contains personal information about their private activities, their assets and liabilities. ***Class of Individuals:*** Lieutenant governors, ministers, their exempt staff, parliamentary secretaries, Governor in council appointees and full-time ministerial appointees who are or were subject to the Code. ***Purpose:*** The purpose of this bank is to record information required for the administration of the Conflict of Interest and Post-Employment Code for public office holders. ***Consistent Uses:*** To establish precedents in administering the Conflict of Interest and Post-Employment Code and to extract and maintain in a public registry that portion of the information which the Code requires to be maintained in that manner. ***Retention and Disposal Standards:*** Information is generally held in this bank for two years after the individual concerned leaves public office, according to Schedule 5 of the General Records Disposal Schedules of the Government of Canada. ***PAC Number:*** 86-001 ***Related to PR#:*** CCA DRG 165 ***TBS Registration:*** 000130 ***Bank Number:*** IC PCE 701

Particular Banks

Bank of Mentors
Description: This bank contains personal information on employees, specifically their curriculum vitae, the type of assistance they prefer offering or looking for and the groups of employees the mentor is most comfortable to deal with. The information is collected by means of a questionnaire and/or during the course of an interview. ***Class of Individuals:*** All employees of the Department. ***Purpose:*** The purpose of this bank is to coordinate the Department mentoring program. ***Consistent Uses:*** The information gathered will be used to maximize the compatibility between the mentor and his protege. ***Retention and Disposal Standards:*** Records will be kept as long as the senior employee is an active mentor or two years after the last administrative action and then destroyed. ***PAC Number:*** 86/001 ***TBS Registration:*** 003668 ***Bank Number:*** IC PPE 807

Brokerage Unit
Description: This bank contains information on employees declared surplus, affected or laid-off. Information usually consists of a letter from the Department to the employee, the employee's curriculum vitae, copies of appraisals, the staffing priority notification form, the language test results (where applicable) and the positions within the Department for which the employees were considered. ***Class of Individuals:*** Certain employees of Industry Canada. ***Purpose:*** This bank is used by management for human resource planning and is also used to aid employees in finding alternative employment of assignments. ***Consistent Uses:*** The information contained in this bank is provided to the Public Service Commission for information and placement purposes; to Treasury Board on request for information purpose. The names of employees and information on placement efforts are provided to Unions for the employees they represent. ***Retention and Disposal Standards:*** Records are retained for two years after employees' placement or their leaving the public service and are then destroyed. ***TBS Registration:*** 003347 ***Bank Number:*** IC PPE 802

Departmental Assignment Program
Description: This bank may contain résumés, appraisals, assignment agreements, references, interview information, referral results, employee requests for assignment forms and general correspondence. ***Class of Individuals:*** Federal government employees who have requested a departmental assignment. ***Purpose:*** The information will be used to maintain an inventory of employees interested in an assignment or vacancy. ***Consistent Uses:*** The information is used to identify interested employees for referral for available assignment opportunities. ***Retention and Disposal Standards:*** Records are retained for a period of two years after completion of an assignment. ***PAC Number:*** 86-001 ***Related to PR#:*** IST IST 921 ***TBS Registration:*** 002905 ***Bank Number:*** IC PPE 803

Educational Profile of Women at the Officer Level and Above
Description: The following information will be collected: the level of education and area of specialization; length of employment at Industry, Science and Technology; age by category; and general views on gender bias in job placements. ***Class of Individuals:*** The information will be collected from female employees at ISTC in the Executive, Commerce and Other Officer categories. ***Purpose:*** The purpose of this information bank is to develop and analyze the educational levels of female employees in the department to determine the extent to which current staff can meet the projected needs of a changing environment; and to kick-start the departmental Human Resources Information System (HRIS) in collecting and maintaining this type of basic data. ***Consistent Uses:*** Questions one to five on education and tenure will be housed in the departmental HRIS using employee codes. ***Retention and Disposal Standards:*** Retained for two years and then destroyed. ***PAC Number:*** 86-001 ***Related to PR#:*** IST/IST-100 ***TBS Registration:*** 002878 ***Bank Number:*** IC PPE 805

Employee Reimbursements
Description: The Personal Information Bank will contain names of employees and their home addresses. ***Class***

of Individuals: Departmental Employees. ***Purpose:*** To provide the name and mailing addresses of departmental employees so that expense claims refund cheques can be mailed directly to their home from Supply and Services Canada. ***Consistent Uses:*** This bank of data is for internal use only. No matching activities are applicable. ***Retention and Disposal Standards:*** Retained for six years and then destroyed. ***PAC Number:*** 86-001 ***Related to PR#:*** IST/IST-914 ***TBS Registration:*** 003218 ***Bank Number:*** IC PPE 806

Employees Skills Inventory
Description: This bank contains an employee and career profile for each employee consisting of a curriculum vitae, a skills self-assessment and training information. Only the employee will have access to his/her own personal information. The information will be collected by means of a questionnaire and interviews. ***Class of Individuals:*** Employees of the Consumer Goods Branch ***Purpose:*** The purpose of the bank is to develop an inventory of skills resident with employees of the branch, to assign employee skills more effectively and more efficiently to individual and team assignments, to better identify skills gaps, individually and collectively, and to empower employees to maintain and up-to-date profile of their skills and training, and to self-direct their career development. The inventory will also assist the branch to better select training courses and development activities. ***Consistent Uses:*** The skills information gathered will be used to select and assign employees to individual and team projects, to identify skills gaps, and to choose appropriate training and development activities. ***Retention and Disposal Standards:*** Each employee records will be kept for employees remaining with the Consumer Goods Branch. ***TBS Registration:*** 003343 ***Bank Number:*** IC PPE 800

Enroute Individual Credit Cards
Description: This bank contains application forms for Enroute credit cards. ***Class of Individuals:*** Departmental employees. ***Purpose:*** To provide employees who travel frequently with a government-sponsored personal credit card to pay for travel services. ***Consistent Uses:*** Monthly activity reports are used to ensure payments are made by due date. They are also used to identify seriously delinquent accounts when assistance in the collection of the account is requested by Enroute. ***Retention and Disposal Standards:*** Application forms are retained for two years after the last use of the card. ***PAC Number:*** 86-001 ***TBS Registration:*** 002562 ***Bank Number:*** IC PPE 811

Incentive Awards
Description: The bank includes information on public servants who have been nominated for awards under the federal government's Incentive Awards Plan and the various departmental awards program. Such information may include curricula vitae, performance evaluations, narratives in support of meritorious contributions related to their duties as well as practical suggestions for improvement of public service operations, and completed reports concerning the awards program. ***Class of Individuals:*** Employees of the Department. ***Purpose:*** To identify individuals who have been nominated for awards. ***Consistent Uses:*** The information in this bank is used to establish precedents for awards and to provide an audit trail for the disbursement of funds. ***Retention and Disposal Standards:*** Records are retained for six years and then destroyed. ***PAC Number:*** 86-001 ***TBS Registration:*** 002561 ***Bank Number:*** IC PPE 812

Inventory of Positions Subject to the Subdelation of Staffing Authority
Description: Computerized inventory containing information on positions subject to the subdelegation of staffing authority such as: the position number, the group and level, if the position has been identified by the Deputy Minister, the title of the position, the name of the Bureau, the Branch/Location and the Sub-Branch/Sub-Activity, the name and initials of the incumbent, the social insurance number, the date on which the staffing training program was taken and the Memorandum of Understanding's date. ***Class of Individuals:*** Mostly employees from the Management Category and levels immediately below. ***Purpose:*** One of the delegation's conditions to the Deputy Minister is to keep a departmental inventory of all positions subject to the subdelegation of staffing authority. ***Consistent Uses:*** The inventory is used by Staffing Officers and Activity Co– ordinators to verify whether the managers they are servicing have the subdelegation of Staffing authority. ***Retention and Disposal Standards:*** The inventory is updated every three months. Information on an employee is destroyed when the employee leaves the Department or two years after the last administrative action. ***TBS Registration:*** 002710 ***Bank Number:*** IC PPE 809

Ombudsman Program
Description: This bank contains information on employees requesting that certain workplace situations be changed or investigated. Information contained could be "complainant's" name, colleague's or supervisor's name. ***Class of Individuals:*** Department of Communications employees. ***Purpose:*** The purpose of this bank is to provide information to allow the Ombudsman to investigate allegations or situations and recommend or mediate solutions where possible. This will be outside the regular grievance/appeal processes. ***Retention and Disposal Standards:*** Retention and disposal for this bank are to be established. ***TBS Registration:*** 003003 ***Bank Number:*** IC PPE 808

Personal Information Disclosed to Federal Investigative Bodies
Description: In accordance with subsection 8(4) of the Privacy Act, this bank has been established to retain copies of requests received from authorized federal investigative bodies for personal information pursuant to paragraph 8(2)(e) of the Privacy Act, for the purpose of enforcing a law of Canada or of a province or for carrying out a lawful investigation. ***Class of Individuals:*** Federal employees about whom requests for personal information have been received pursuant to paragraph 8(2)(e) of the Privacy Act. ***Purpose:*** The purpose of this

bank is to permit the Privacy Commissioner to review disclosures made under the Act to federal investigative bodies. ***Retention and Disposal Standards:*** Records are retained for two years and then transferred to the National Archives of Canada. ***PAC Number:*** 86-001 ***Related to PR#:*** RIE ACC 285 ***TBS Registration:*** 002012 ***Bank Number:*** IC PPE 801

Retirement Financial Modelling
Description: A unique service offered to employees (of certain branches) who are presently over the age of 50 with various years of service who wish to see whether they can afford to retire. It is a Data Bank, using Quatto Pro Program, which will provide information concerning income and expenditure patterns for up to 15 years. Personal information such as salary, pension plans, investments and budget plans, and major expenses are used to create different models which the employee can review in order to make a decision concerning retirement. ***Class of Individuals:*** Industry Canada employees who can consider an early retirement. ***Purpose:*** To create draft financial scenarios to determine if an employee can retire. ***Consistent Uses:*** To be used only as outlined in the purpose of the bank. ***Retention and Disposal Standards:*** Draft reports will be the property of the Branch employees utilizing the service. Information contained in the Data Bank spreadsheet will be destroyed after six months (erased from memory and no disks kept by the Consultant). ***PAC Number:*** 86/001 ***TBS Registration:*** 003669 ***Bank Number:*** IC PPE 804

Senior Management Development Information
Description: This bank contains information provided by employees on their education, work experience, career aspirations and training. It also contains information on date of birth, first official language, official language test results and appraisal ratings. ***Class of Individuals:*** Departmental employees who occupy positions in the Senior Management Category as well as those at SM-1 and SM-2 levels. ***Purpose:*** This bank is used to facilitate human resource planning and career planning. ***Consistent Uses:*** Information will be used be senior departmental officials and by personnel staff concerned with human resource planning. ***Retention and Disposal Standards:*** Records will be maintained and updated until such time as employees leave the Department when these records will be destroyed or two years after the last administrative action. ***TBS Registration:*** 002711 ***Bank Number:*** IC PPE 810

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Conflict of Interest and Post-Employment Code
Discipline
Employee Assistance
Employee Personnel Record
Employment Equity Program
Grievances
Harassment
Identification and Building-Pass Cards
Occupational Safety and Health
Official Languages
Parking
Pay and Benefits
Performance Reviews and Employee Appraisals
Security Clearances
Staffing
Training and Development
Travel and Relocation
Vehicle, Ship, Boat and Aircraft Accidents

International Development Research Centre

Chapter 56

Particular Banks

Human Resources Inventory
Description: This bank maintains an inventory of external applicants for employment at the International Development Research Centre. It includes applications for employment, personal histories, records of qualifications and previous employment, and subsequent correspondence. This bank is used to identify applicants for recruitment purposes. The files are currently arranged by name in alphabetical order. ***Class of Individuals:*** All applicants requesting employment at IDRC. ***Purpose:*** The information was compiled to maintain an inventory of applicants for employment at IDRC. ***Consistent Uses:*** The file is used to screen suitable applicants for new or vacant positions and to categorize suitable applicants for eventual employment. ***Retention and Disposal Standards:*** Retained for six months after date of application. ***PAC Number:*** 86-001 ***TBS Registration:*** 001153 ***Bank Number:*** IDR PPE 802

Medical Records
Description: This bank records the medical history of the employees of the International Development Research Centre as well as of family members of staff who are posted overseas. It contains pre-employment

examinations, medical histories, reports of physical examinations, results of biochemical tests, X-rays and cardiograms. The files are currently arranged by name in alphabetical order. ***Class of Individuals:*** All past and present employees of IDRC. ***Purpose:*** The information was compiled to maintain a medical history record of all past and present employees of the IDRC. ***Consistent Uses:*** This file is used to record medical examinations of all new employees, to record annual and periodic medical examinations of all employees who travel overseas, and to maintain and update required inoculations of all employees who travel abroad. ***Retention and Disposal Standards:*** The records are retained for ten years after the termination of employment or the last administrative action, and are then destroyed. ***PAC Number:*** 83-002 ***TBS Registration:*** 001154 ***Bank Number:*** IDR PPE 803

Official Languages
Description: This bank contains course enrolment and attendance information; language training application for the purposes of identification; language knowledge assessment scores; and correspondence about the official language qualifications of employees. Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat. ***Class of Individuals:*** Employees of International Development Research Centre. ***Purpose:*** The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the International Development Research Centre, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees. ***Consistent Uses:*** To administer the Official Languages Program at the International Development Research Centre. ***Retention and Disposal Standards:*** Two years after the last documentation, the records are destroyed. ***TBS Registration:*** 002846 ***Bank Number:*** IDR PPE 806

Parking
Description: This bank contains permit applications and correspondence about parking of motor vehicles on the International Development Research Centre leased property. Records of payment of parking fees are included in the Employee Personnel Record. ***Class of Individuals:*** Employees of the International Development Research Centre. ***Purpose:*** The purpose of this bank is to maintain information for the administration of parking privileges. ***Consistent Uses:*** To issue parking permits. ***Retention and Disposal Standards:*** Records are destroyed two years after permit expires. ***TBS Registration:*** 002844 ***Bank Number:*** IDR PPE 804

Personnel Records
Description: This bank serves to maintain personal information on individual employees of the International Development Research Centre. It contains information relating to individual awards, dismissals, lay-offs, resignations, retirements, promotions and demotions, attendance, classification, records of earnings, superannuation, insurance, benefits, transfers and postings, language examination exemptions, employment contracts, individual performance appraisals, appeals, grievances, conflict of interest cases, disciplinary action, certificates and diplomas, personal harassment, identification and building passes, training and application for employment. ***Class of Individuals:*** Employees of IDRC. ***Purpose:*** The information is compiled to maintain a cumulative record of an individual's employment with the IDRC for the purpose of facilitating personnel administration. ***Consistent Uses:*** Files are used to maintain a record of each employee's personal history and to maintain a record of employment, classification, pay, appraisals, promotions, leave, superannuation, insurance benefits, appeals, etc. ***Retention and Disposal Standards:*** Retained by the International Development Research Centre for the duration of employment plus two year, then transferred to the control of National Archives. The information is destroyed when the individual reaches the age of 70, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. Records of individuals, if judged by the National Archivist of Canada to be of historical interest or archival value, are retained permanently by the National Archives of Canada. Information relating to individual performance appraisals, appeals, grievances, conflict of interest cases, personal harassment, identification and building passes, training and application for employment, is retained by the International Development Research Centre for a period of five years after employment termination, and then destroyed. ***PAC Number:*** 86-001 ***TBS Registration:*** 001152 ***Bank Number:*** IDR PPE 801

Travel and Relocation
Description: This bank contains authorizations, advances, claims receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees. ***Class of Individuals:*** Employees of the International Development Research Centre. ***Purpose:*** The purpose of this bank is to maintain information regarding travel, relocation and postings of employees of the International Development Research Centre. ***Consistent Uses:*** To administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances, and claims. ***Retention and Disposal Standards:*** Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled. ***TBS Registration:*** 002845 ***Bank Number:*** IDR PPE 805

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Security Clearances

Laurentian Pilotage Authority Canada
Chapter 57

Particular Banks

Register of Pilots employed by the Authority
Description: this contains information on physical characteristics, licences, certificates and marine incidents. ***Class of Individuals:*** pilots and apprentice pilots from the Laurentian Pilotage Authority. ***Purpose:*** retain a register of certificates and qualifications required under the Pilotage Act. ***Retention and Disposal Standards:*** files are retained in our office two (2) years from the date which the pilots or apprentice pilots cease to be employed and then are sent to the National Archives. ***TBS Registration:*** 003684 ***Bank Number:*** LPA PPE 801

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Discipline
Employee Personnel Record
Grievances
Identification and Building-Pass Cards
Occupational Safety and Health
Official Languages
Parking
Pay and Benefits
Performance Reviews and Employee Appraisals
Staffing
Training and Development
Travel and Relocation

Medical Research Council of Canada
Chapter 58

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Conflict of Interest and Post-Employment Code
Discipline
Employee Personnel Record
Grievances
Harassment
Identification and Building-Pass Cards
Occupational Safety and Health
Official Languages
Parking
Pay and Benefits
Performance Reviews and Employee Appraisals
Reliability Checks
Security Clearances
Staffing
Training and Development
Travel and Relocation

National Archives of Canada
Chapter 59

Central Banks

Former Civilian Employees – DSS Superannuation Record
Description: Contains records created by the Department of Supply and Services to record all transactions affecting pensionable status under the Public Service Superannuation Act. Former employees seeking access to these records should provide their full given names and surname (as well as maiden name where applicable), date of birth and periods of employment. ***Class of Individuals:*** Former civilian employees of the federal government. ***Purpose:*** To assess eligibility to contribute, to calculate cost of prior service and to calculate benefits. ***Retention and***

Disposal Standards: Records are retained until the former employee reaches 80 years of age. Some of these records will then be preserved by the National Archives of Canada for archival purposes and the remainder destroyed. ***PAC Number:*** 85-012 ***Related to PR#:*** PAC NPR 170 ***TBS Registration:*** 000556 ***Bank Number:*** PAC PCE 704

Former Civilian Employees – National Health and Welfare Medical Records
Description: Contains records created by National Health and Welfare to record health examinations. Former employees seeking access to these records should provide their full given names and surname (as well as maiden name where applicable), date of birth and periods of employment. ***Class of Individuals:*** Former civilian employees of the federal government. ***Purpose:*** For health and statistical purposes such as job placement, retirement, sick leave, etc., and other purposes as defined by the Public Service Superannuation Act and other legislation. ***Retention and Disposal Standards:*** Records are retained until the former employee reaches 80 years of age. Some of these records will then be preserved by the National Archives of Canada for archival purposes and the remainder destroyed. ***PAC Number:*** 85-012 ***Related to PR#:*** PAC NPR 170 ***TBS Registration:*** 000557 ***Bank Number:*** PAC PCE 705

Former Civilian Employees – Personnel Record
Description: Contains personal information similar to or the same as that described in the Standard Employee Banks listed in the Personal Information Index. Former employees seeking access to these records should provide their full given names and surname (as well as maiden name where applicable), date of birth and periods of employment. ***Class of Individuals:*** Former civilian employees of the federal government. ***Purpose:*** To verify decisions concerning employees, to determine any employee benefits which may still result from previous employment and to document a new personnel record in the case of re-employment. ***Retention and Disposal Standards:*** Records are retained until the former employee reaches 80 years of age. Some of these records will then be preserved by the National Archives of Canada for archival purposes and the remainder destroyed. ***PAC Number:*** 85-012 ***Related to PR#:*** PAC NPR 170 ***TBS Registration:*** 000554 ***Bank Number:*** PAC PCE 702

Former Civilian Employees – Public Service Commission Record
Description: Contains records created by the Public Service Commission to record and provide information for purposes of inventory staffing. Former employees seeking access to these records should provide their full given names and surname (as well as maiden name where applicable), date of birth and periods of employment. ***Class of Individuals:*** Former civilian employees of the federal government. ***Purpose:*** To verify information used in the identifying and assessing procedures of inventory staffing, manpower planning and general personnel management. ***Retention and Disposal Standards:*** Records are retained until the former employee reaches 80 years of age. Some of these records will then be preserved by the National Archives of Canada for archival purposes and the remainder destroyed. ***PAC Number:*** 85-012 ***Related to PR#:*** PAC NPR 170 ***TBS Registration:*** 000555 ***Bank Number:*** PAC PCE 703

PERSFILE Automated Index System
Description: The PERSFILE system identifies the storage location of files contained in other banks within the Personnel Records Centre. This automated index contains, in addition to locator numbers and record status, the relevant personal identifiers such as surname(s), given name(s), date of birth, sex, identification number(s), rank and type of service (military), last department and year of release (civilian). ***Class of Individuals:*** Former military and civilian employees of the federal government. ***Purpose:*** To identify and locate within the Personnel Records Centre, personnel records of former government employees. ***Retention and Disposal Standards:*** Computer information is deleted from the data bank one month after the date the relevant record has been destroyed or has been preserved by the National Archives of Canada for archival purposes. A backup microfiche version is created semi-annually and is retain for five years for quality control purposes. ***Related to PR#:*** PAC NPR 170 ***TBS Registration:*** 000553 ***Bank Number:*** PAC PCE 701

Particular Banks

Army Reserve Force Pay Lists (1920-1949)
Description: Contains financial and pay information which includes name, service number, pay entitlements, units served with and periods of service. Individuals seeking access to these records should provide their full given names and surname, service number, unit served with and period of service. ***Class of Individuals:*** Canadian Army reserve personnel. ***Purpose:*** To verify pay records, settle superannuation claims with the Department of Supply and Services and possibly to buy back service. ***Retention and Disposal Standards:*** Records are retained for 54 years from date of compilation and then preserved by the National Archives of Canada for archival purposes. ***PAC Number:*** 85-012 ***Related to PR#:*** PAC NPR 170 ***TBS Registration:*** 000559 ***Bank Number:*** PAC PCE 807

Army Reserve Force Pay Sheets
Description: Contains financial and pay information which includes name, service number, pay entitlements, unit served with and period of service. Individuals seeking access to these records should provide their full given names and surname, service number, unit served with and period of service. ***Class of Individuals:*** Army Reserve Force personnel whose period of service commenced in 1948 or later. ***Purpose:*** To verify service and pay to settle pay claims and provide the individual with proof of service. ***Retention and Disposal***

Standards: Records are retained for 54 years from date of compilation and then preserved by the National Archives of Canada for archival purposes. ***PAC Number:*** 85-012 ***Related to PR#:*** PAC NPR 170 ***TBS Registration:*** 000567 ***Bank Number:*** PAC PCE 815

Auxiliary Services Record – World War II
Description: Contains limited personal information and service details such as employment data, length and type of service, etc. Individuals seeking access to these records should provide their full given names and surname, date of birth, unit served with and, for Fire Fighters only, service number. ***Class of Individuals:*** World War II Auxiliary Services personnel which include Fire Fighters, Red Cross Workers, Special Operators, War Correspondents and Voluntary Aid Detachment personnel. ***Purpose:*** To verify periods of service and determine eligibility for pension benefits. ***Retention and Disposal Standards:*** Records are retained until the individual reaches 90 years of age and then preserved by the National Archives of Canada for archival purposes. ***PAC Number:*** 85-012 ***Related to PR#:*** PAC NPR 170 ***TBS Registration:*** 000562 ***Bank Number:*** PAC PCE 810

Canadian Army Wartime, Special Force and Regular Force – Part II Orders
Description: Contains limited personal information which might include, in addition to full name and service number, daily occurrence reports, units, periods of service, etc. Individuals seeking access to these records should provide their full given names and surname, service number, unit served with and period of service. ***Class of Individuals:*** Canadian Army Wartime, Special Force and Regular Force personnel from 1939 to 1966. ***Purpose:*** To authenticate service information for possible pay and other benefit claims and to verify inheritance and will claims. ***Retention and Disposal Standards:*** Records are retained for 90 years from the latest date of correspondence. Some of these records will then be preserved by the National Archives of Canada for archival purposes and the remainder destroyed. ***PAC Number:*** 85-012 ***Related to PR#:*** PAC NPR 170 ***TBS Registration:*** 000561 ***Bank Number:*** PAC PCE 809

Canadian Expeditionary Force (CEF) Routine Orders – World War I
Description: Contains limited personal information which might include, in addition to full name and service number, daily occurrence reports, units, periods of service, etc. Individuals seeking access to these records should provide their full given names and surname, service number, date of birth, unit served with and period of service. ***Class of Individuals:*** Canadian Expeditionary Force (CEF) personnel from 1914 to 1919. ***Purpose:*** To authenticate service information for possible pay and other benefit claims and to verify inheritance and will claims. ***Retention and Disposal Standards:*** Records are retained for 90 years from the latest date of correspondence and then preserved by the National Archives of Canada for archival purposes. ***PAC Number:*** 85-012 ***Related to PR#:*** PAC NPR 170 ***TBS Registration:*** 000558 ***Bank Number:*** PAC PCE 806

Dental Records – World War II, Special, Reserves and Regular Forces
Description: This bank contains records of dental histories, special dental examinations, tests, comments, opinions, etc. Individuals seeking access to these records should provide their full given names and surname, date of birth, service number and period of service. ***Class of Individuals:*** World War II military personnel, Special Forces personnel who served with the U.N. in Korea, Reserve Forces personnel and Regular Force and Class C Reserve personnel. ***Purpose:*** This bank is used to authenticate service information for possible pension and other benefits and to support pension entitlement claims. It may also be used for forensic identification. ***Retention and Disposal Standards:*** Records are retained until the individual reaches 90 years of age, with the exception of the Reserve Force records, which are retained for 70 years from the individual's date of birth. World War II and Special Forces records are then preserved by the National Archives of Canada for archival purposes. The records of those who served with the Regular Forces, Class C Reserve and Reserve Forces are usually destroyed when the normal retention period is over. However, some of these records will be preserved by the National Archives of Canada if judged to be of archival value. ***PAC Number:*** 85-012 ***Related to PR#:*** PAC NPR 170 ***TBS Registration:*** 001943 ***Bank Number:*** PAC PCE 821

Medical Records – World War II, Special, Reserves and Regular Forces
Description: Contains medical histories, special medical examinations, sick parade reports, tests and clinical opinions and reports, etc. Individuals seeking access to these records should provide their full given names and surname, date of birth, service number and period of service. ***Class of Individuals:*** World War II military personnel, Special Forces personnel who served with the U.N. in Korea, Reserve Forces personnel and Regular Force and Class C Reserve personnel. ***Purpose:*** To authenticate service information for possible pension and other benefits and to support medical decisions and pension entitlement claims. ***Retention and Disposal Standards:*** Records are retained until the individual reaches 90 years of age with the exception of the Reserve Force records which are retained for 70 years from the individual's date of birth. World War II and Special Forces records are then preserved by the National Archives of Canada for archival purposes. The records of those who served with the Regular Forces, Class C Reserve and Reserve Forces are usually destroyed when the normal retention period is over. However, some of these records will be preserved by the National Archives of Canada if judged to be of archival value. ***PAC Number:*** 85-012 ***Related to PR#:*** PAC NPR 170 ***TBS Registration:*** 000569 ***Bank Number:*** PAC PCE 817

Microfiche Personal File – Regular Force and Class C Reserves
Description: Contains microfiche copies of limited correspondence and documents relating to an individual's service career. Individuals seeking access to these records should provide their full given names and surname, date of birth, service and period of service. ***Class of Individuals:*** Some Regular Force and Class C Reserves personnel. ***Purpose:*** To support decisions on pensions and other benefit entitlements. ***Retention and Disposal Standards:*** Records are retained until the individual reaches 90 years of age. Some of these records will then be preserved by the National Archives of Canada for archival purposes and the remainder destroyed. ***PAC Number:*** 85-012 ***Related to PR#:*** PAC NPR 170 ***TBS Registration:*** 000570 ***Bank Number:*** PAC PCE 818

Military Personnel Bank – World War I
Description: Contains personal and medical/dental information which may include enrolment documents, posting and promotion information, medical histories, separation documents, etc. Individuals seeking access to these records should provide their full given names and surname, date of birth, service number, unit served with and period of service. ***Class of Individuals:*** Military personnel who served with the Canadian Forces during World War I. ***Purpose:*** To authenticate service information for possible pension and other benefits and to provide the individual with proof of service. ***Retention and Disposal Standards:*** Records are retained until the individual reaches 90 years of age and then preserved by the National Archives of Canada for archival purposes. ***PAC Number:*** 85-012 ***Related to PR#:*** PAC NPR 170 ***TBS Registration:*** 000566 ***Bank Number:*** PAC PCE 814

Military Personnel Bank – World War II, Special, Reserves and Regular Forces
Description: Contains enrolment documents, posting and promotion information, pay records, period and location of service, general employment information, separation documents, etc. Individuals seeking access to these records should provide their full given names and surname, date of birth, service number and period of service. ***Class of Individuals:*** World War II military personnel, Special Forces personnel who served with the U.N. in Korea, Reserve Forces personnel and Regular Force and Class C Reserve personnel. ***Purpose:*** To authenticate service information for possible pension and other benefits, to support medical decisions and pension entitlement claims and to provide the individual with proof of service. ***Retention and Disposal Standards:*** Records are retained until the individual reaches 90 years of age with the exception of the Reserve Force records which are retained for 70 years from the individual's date of birth. World War II and Special Forces records are then preserved by the National Archives of Canada for archival purposes. The records of those who served with the Regular Forces, Class C Reserve and Reserve Forces are usually destroyed when the normal retention period is over. However, some of these records will be preserved by the National Archives of Canada if judged to be of archival value. ***PAC Number:*** 85-012 ***Related to PR#:*** PAC NPR 170 ***TBS Registration:*** 000568 ***Bank Number:*** PAC PCE 816

Newfoundland Forces – World War II
Description: Contains personal and service information which might include, in addition to full name, service number, period of service, units served with, etc. Individuals seeking access to these records should provide their full given names and surname, and service number. ***Class of Individuals:*** Personnel who served with the Newfoundland Forces during 1939 to 1946. ***Purpose:*** To verify length of service of Newfoundland Forces personnel and substantiate pension claims. ***Retention and Disposal Standards:*** Records are retained until the individual reaches 90 years of age and then preserved by the National Archives of Canada for archival purposes. ***PAC Number:*** 85-012 ***Related to PR#:*** PAC NPR 170 ***TBS Registration:*** 000565 ***Bank Number:*** PAC PCE 813

Performance Evaluation Bank – World War II, Special, Reserves and Regular Force
Description: Contains records of performance of military personnel and may include personal evaluation reports, confidential personal assessments, reports on officers, course reports, etc. Individuals seeking access to these records should provide their full given names and surname, date of birth, service number and period of service. ***Class of Individuals:*** World War II military personnel, Special Forces personnel who served with the U.N. in Korea, Reserve Forces personnel and Regular Force and Class C Reserve personnel. ***Purpose:*** To support decisions on transfer, promotion, demotion, discipline, retention, release and other administrative rulings. ***Retention and Disposal Standards:*** Records are retained until the individual reaches 90 years of age with the exception of the Reserve Force records which are retained for 70 years from the individual's date of birth. World War II and Special Forces records are then preserved by the National Archives of Canada for archival purposes. The records of those who served with the Regular Forces, Class C Reserve and Reserve Forces are usually destroyed when the normal retention period is over. However, some of these records will be preserved by the National Archives of Canada if judged to be of archival value. ***PAC Number:*** 85-012 ***Related to PR#:*** PAC NPR 170 ***TBS Registration:*** 000572 ***Bank Number:*** PAC PCE 820

Royal Canadian Air Force (RCAF) – Daily Routine Orders
Description: Contains limited personal information which might include, in addition to full name and service number, daily occurrence reports, units, periods of service, etc. Individuals seeking access to these records should provide their full given names and surname, service number, unit served with and period of service. ***Class of Individuals:*** Royal Canadian Air Force (RCAF) personnel from 1924-1967. ***Purpose:*** To authenticate

service information for possible pay and other benefit claims and to verify inheritance and will claims. ***Retention and Disposal Standards:*** Records are retained for 90 years from the latest date of correspondence. Some of these records will then be preserved by the National Archives of Canada for archival purposes and the remainder destroyed. ***PAC Number:*** 85-012 ***Related to PR#:*** PAC NPR 170 ***TBS Registration:*** 000560 ***Bank Number:*** PAC PCE 808

Royal Canadian Navy (RCN) Pay Record Sheets – World War II
Description: Contains financial and pay information which includes name, service number, pay entitlements, ships served on and periods of service. Individuals seeking access to these records should provide their full given names and surname, service number and ships served on. ***Class of Individuals:*** Royal Canadian Navy personnel who served during World War II. ***Purpose:*** To verify pay records and settle any pay claims. ***Retention and Disposal Standards:*** Records are retained for 54 years from date of compilation and then preserved by the National Archives of Canada for archival purposes. ***PAC Number:*** 85-012 ***Related to PR#:*** PAC NPR 170 ***TBS Registration:*** 000564 ***Bank Number:*** PAC PCE 812

Service Pensions Bank – Regular Force
Description: Contains information on pension benefits and pension entitlements. Individuals seeking access to these records should provide their full given names and surname, date of birth, service number and period of service. ***Class of Individuals:*** All Canadian Forces personnel who have contributed to a pension plan. ***Purpose:*** To determine pension entitlements. ***Retention and Disposal Standards:*** Records are retained until the individual reaches 90 years of age. Some of these records will then be preserved by the National Archives of Canada for archival purposes and the remainder destroyed. ***PAC Number:*** 85-012 ***Related to PR#:*** PAC NPR 170 ***TBS Registration:*** 000571 ***Bank Number:*** PAC PCE 819

Thirty Day Trainees – World War II
Description: Contains personal and service information such as name, service number, unit, period and location of service, medical category, etc. Individuals seeking access to these records should provide their full given names and surnames, service number and date of birth. ***Class of Individuals:*** Personnel who underwent special thirty-day military training under the National Resources Mobilization Act of 1940. ***Purpose:*** To verify eligibility for pensions and other benefits and to provide individuals with proof of service. ***Retention and Disposal Standards:*** Records are retained until the individual reaches 90 years of age. Some of these records will then be preserved by the National Archives of Canada for archival purposes and the remainder destroyed. ***PAC Number:*** 85-012 ***Related to PR#:*** PAC NPR 170 ***TBS Registration:*** 000563 ***Bank Number:*** PAC PCE 811

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Conflict of Interest and Post-Employment Code
Discipline
Employee Assistance
Employee Personnel Record
Employment Equity Program
Grievances
Harassment
Identification and Building-Pass Cards
Incentive Awards
Occupational Safety and Health
Official Languages
Parking
Pay and Benefits
Performance Reviews and Employee Appraisals
Reliability Checks
Security Clearances
Staffing
Training and Development
Travel and Relocation
Vehicle, Ship, Boat and Aircraft Accidents

National Arts Centre

Chapter 60

Particular Banks

Labour Canada
The purpose of this bank is to maintain information on labour relations (conforming to the Canada Labour Code) regarding cases involving NAC staff. Records are retained for an indeterminate period. ***Bank Number:*** NAC PPE 801

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Discipline
Employee Personnel Record
Grievances
Identification and Building-Pass Cards
Occupational Safety and Health
Official Languages
Parking
Pay and Benefits
Performance Reviews and Employee Appraisals
Staffing
Training and Development
Travel and Relocation
Vehicle, Ship, Boat and Aircraft Accidents

National Capital Commission

Chapter 61

Particular Banks

Corporate Human Resources Information System (CHRIS)
Description: This bank is an on-line system consisting of seven integrated subsystems which supports virtually all major personnel management functions. This bank could contain sex, Personnel Record Identifier (PRI), SIN number, classification level, address, name and date of birth. The Human Resources Information (HRIS) subsystem contains performance reviews and employee appraisals, education, training, qualifications, career aspirations, memberships and job histories for permanent employees. The Personnel (PERS) subsystem is the main electronic employee file for the NCC. Contains all compensations related event histories for all NCC employees since 1971. The Employment Equity Computerized Reporting and Information subsystem (EECRIS) produces annual reporting for Employment Equity regulations. The Healthtrack subsystem contains employee information and accident information to support Workers Compensation (Ontario and Quebec) and workplace accident reporting, claims management and Health and Safety accident prevention. The Payroll subsystem (Cyborg) is used to generate employee pay cheques with earnings and deductions as well as limited labour costing. The Time and Leave Reporting subsystem (TRS) contains information on current fiscal year employees. Used to track hours worked and leave information. It feeds summaries of the timesheet information to the Pay Systems to generate cheques. WYCOMP is used to record job and position related information, especially job evaluation information and job descriptions. ***Class of Individuals:*** NCC Employees ***Purpose:*** The purpose of this system is to provide personnel information to the Commission's Managers and Personnel Adminstrators in order to facilitate decision making on personnel matters. It is also used for replying to requests for specific personnel data on a controlled basis. ***Consistent Uses:*** The information in this bank is used to produce reports to managers in order to facilitate their personnel decision making. ***Retention and Disposal Standards:*** Computerized records are updated as required. Data is retained for 5 years and then transferred to National Archives of Canada; Employee Compensation record are retained forever. ***Related to PR#:*** NCC 920 ***TBS Registration:*** 003732 ***Bank Number:*** NCC PPE 800

Corporate Information Inventory System (CIIS)/Employee Database
Description: This bank is a component of an on-line information holdings management system. This bank contains employee names, sex, birth date, employee position number and security level. ***Class of Individuals:*** NCC employees ***Purpose:*** The purpose of this bank is to ensure that corporate records are accessed by employees with the appropriate level of Security clearance. ***Consistent Uses:*** The information is used to track employee security clearances and to safeguard protected information. ***Retention and Disposal Standards:*** Computerized records are updated as required. ***Related to PR#:*** NCC SPI 195 ***TBS Registration:*** 003664 ***Bank Number:*** NCC PPE 802

Workforce Adjustment
Description: This bank contains information on employees declared as surplus or laid-off. Information usually consists of a letter to employee, the employee's curriculum vitae, copies of appraisals and staffing priority notification form, as well as language test results where applicable. ***Class of Individuals:*** NCC employees ***Purpose:*** This bank is used by senior management for human resources planning and is also used to aid employees in finding alternative employment or assignments. ***Consistent Uses:*** The information contained in this bank is provided to the Public Service Commission for information and placement purposes. ***Retention and Disposal Standards:*** Records are retained for three years after the employee has been placed and are then destroyed. ***Related to PR#:*** NCC 920 ***TBS Registration:*** 003665 ***Bank Number:*** NCC PPE 801

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Conflict of Interest and Post-Employment Code
Discipline
Employee Assistance
Employee Personnel Record
Employment Equity Program
Grievances
Identification and Building-Pass Cards
Occupational Safety and Health
Official Languages
Parking
Pay and Benefits
Performance Reviews and Employee Appraisals
Security Clearances
Staffing
Training and Development
Travel and Relocation
Vehicle, Ship, Boat and Aircraft Accidents

National Defence

Chapter 62

Particular Banks

Academic Records – Officers/Officer Cadets
Description: The bank contains academic results achieved by the subject during each year of attendance. They are kept by the College Registrar. Records are accessible by providing the full name, service number and/or college number and the year(s) in attendance at the Canadian Military College. ***Class of Individuals:*** Officers and Officer Cadets who are attending, or have attended a Canadian Military College. ***Purpose:*** The purpose of this bank is to maintain a record of academic results for Officers and Officer Cadets who are attending or have attended a Canadian Military College (CMC). Files are used for administrative and statistical purposes and cover approximately 1 200 members annually. ***Retention and Disposal Standards:*** Records are maintained indefinitely for historical purposes. ***PAC Number:*** 69-014 ***Related to PR#:*** DND RET 370 ***TBS Registration:*** 000212 ***Bank Number:*** DND PPE 844

Alert Manning Personnel System (AMPS)
Description: The AMPS contains personal information relating to the selection of Communication Research (CommRsch291) personnel to be attach-posted to Canadian Forces Station Alert. Specifically, it contains the following types of information: Rank; service number; Military Occupation Codes; special qualifications; gender; Individual attach posting history; member's present unit; and security clearance. IAW ADM/PER 2/90, all information are retained for posterity (until such time as CFS closes). ***Class of Individuals:*** Communication Research military members of the Department of National Defence. ***Purpose:*** Information is used when posting military personnel to Canadian Forces Station Alert. ***Consistent Uses:*** The information is used to ensure the military personnel are treated fairly and equally if required to be posted to Canadian Forces Station Alert on a rotational basis. This is consistent with the original purpose of the data. ***Retention and Disposal Standards:*** Records are retained for five years after members have been removed from the eligibility list. ***TBS Registration:*** 002856 ***Bank Number:*** DND PPE 871

Boards of Inquiry/Summary Investigations
Description: The bank contains a record of the terms of reference of such inquiries, and the evidence, findings and recommendations of Boards of Inquiry or of the investigating officer. Records are filed by incident and location; and are accessible by providing service number, name, rank, Military Occupation Code, and type and year of incident. ***Class of Individuals:*** Members of the Canadian Forces. ***Purpose:*** This bank is a record of investigations convened or ordered by authorities appointed by Regulations and Orders. Investigations may be convened or ordered to investigate any matter connected with the government, discipline, administration or functions of the Canadian Forces, or any command, formation, base or other unit or element thereof, or of any matter affecting any member of the Canadian Forces. The content of the bank is used to establish cause and liability/responsibility and as a basis upon which appropriate remedial action may be taken. ***Retention and Disposal Standards:*** The files are retained for three calendar years. Injury investigations are held until the members are released from the Canadian Forces and are then transferred to the National Personal Records Centre, National Archives of Canada. Death investigations are held until all necessary administrative action has been completed and they are then transferred to the National Personal Records Centre. Records are placed in data bank PAC PCE 716 or PAC PCE 717. ***PAC Number:*** 69-014 ***TBS Registration:*** 000201 ***Bank Number:*** DND PPE 832

Canadian Forces Command and Staff College – Boards/Selection Processes
Description: This bank contains results of Boards convened and Selection Processes undertaken to consider the selection of officers to attend a staff college. Board reports may include lists of officers selected and alternates plus proceedings, observations and findings. Records are accessible by providing full name, service number, rank, Military Occupation Code and particulars of the board such as, year, location and name of the staff college. ***Class of Individuals:*** Canadian Forces officers. ***Purpose:*** The purpose of this bank is to record the results of the Command and Staff College Selection process to determine suitable officers to attend Command and Staff Colleges. ***Consistent Uses:*** These records are used to select personnel for attendance at Staff Colleges and for reference. ***Retention and Disposal Standards:*** Records are retained for two years for statistical purposes, and then destroyed. ***PAC Number:*** 69-014 ***Related to PR#:*** DND CSA 520 ***TBS Registration:*** 000190 ***Bank Number:*** DND PPE 821

Canadian Forces Drug Testing Program
Description: This bank contains results of laboratory tests conducted on urine specimens in support of the CF Mandatory Drug Testing Program. It also contains administrative details of all specimen collections and career action on members who produced validated positive test results. The records are accessible by providing full name, initials, service number and date and place of testing (Unit Identification Code). ***Class of Individuals:*** Members of the Canadian Forces Regular and Reserves (on assignment to the Regular Force). ***Purpose:*** The purpose of this bank is to maintain test results (of the CF Drug Testing Program) for statistical purposes and for use as a basis to initiate preventative education, treatment, rehabilitation, enforcement and/or other administrative measures as prescribed in CFAO 19-21. ***Consistent Uses:*** Information on positive urine test results is retained by the Drug Testing Administration Cell. It is shared in-house only with medical/social councillors, career managers, military police and the member's CO. It is the basis on which the CO institutes administrative career action in accordance with CFAO 19-21. ***Retention and Disposal Standards:*** Urine specimens are held at the testing laboratory for one year and all documentation is held for two years, unless otherwise directed by NDHQ, and then destroyed. Positive test results are maintained by the Drug Testing Administrative Cell as statistical data. ***PAC Number:*** 69-014 ***Related to PR#:*** DND PCA 630 ***TBS Registration:*** 003172 ***Bank Number:*** DND PPE 890

Canadian Forces Employment Equity Program
Description: The bank contains personal information on members such as racial background which is collected by means of questionnaires. Respondents are asked on a voluntary basis to identify whether or not they are an aboriginal person, and whether or not they are a member of a visible minority group. The service number may be used to identify members when these identifiers are required to locate members' records. ***Class of Individuals:*** Members of the Regular Force and Primary Reserve ***Purpose:*** This bank provides documentaion for the implementation of employment equity policy in the Canadian Forces, Data are collected to provide a comprehensive picture of members by target group status (e.g., aboriginal peoples and members of visible minority groups). This information is used to compile a personnel profile of members and to compare the situation of target group members with non-target group members within the Canadian Forces. The service number may be used to link information in this bank with that in another bank containing members' information (e.g. the Military Personnel Information System, MPIS MK4) in order to obtain statistical information, where the securing of such information would be consistent with the uses for which the personal information was collected. ***Consistent Uses:*** The department may collect data for statistical purposes, for purposes relating to individuals, or for both. The information gathered will be used for institutional purposes in the Canadian Forces Employment Equity program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that target groups participate in and are equitable represented in the Canadian Forces. It may also be used for policy and planning purposes related to employment equity. This information may only be disclosed in aggragate statistical form. However, if it is possible to identify an individual or individuals as a consequence of small numbers affected, those statistics shall not be disclosed. ***Retention and Disposal Standards:*** The disposal criteria for this bank are to be established. ***TBS Registration:*** 003342 ***Bank Number:*** DND PPE 816

Career Manager Personal File (CMPF)
Description: This bank contains copies of correspondence and documents relating to an individual's career, for example: enrolment; previous service; career résumé; educational certificates/reports of academic achievements; language proficiency data; letters of reference; course joining instructions; consent to serve forms; current statements of service; posting screening form (CFAO 20-50 annex A); posting/temporary duty messages; promotion; re-engagement (and career development plans); decorations; remuster; leave preference at compulsory retirement age; retirement option; notice of intended release; release instructions and personal enquiries; Career Review Board (medical) disposition correspondence; reports of injuries; and Change of Medical Category form CF 2088; documentation regarding security/Personnel Reliability Program (PRP) clearance; Counselling and Probation; Conduct Sheets; Civil Convictions (except those for which pardons have been granted); results of court martial; requests for special consideration; Personnel Selection Office, reports; Regional Social Work Officer reports; and requests for compassionate posting. Combat Arms Military Occupations may have additional documentation such as Statements of Understanding; regimental rebadging; Land Occupation Transfer Program (LOTP)

applications and approvals; Delegated Authority; promotion recommendations and approvals; and Screenings for Overseas duty and/or Instructional/Recruiting duty; uniform selection; regimental affiliation (if applicable); Naval Home Port Division affiliation (if applicable); Career Board decisions and recommendations; Documentation related to removal of acting or provisional status on re-enrolment. Records are accessible by providing full name, service number, rank, Military Occupation Code and date of release, if applicable. ***Class of Individuals:*** Members of the Regular component of the Canadian Forces. ***Purpose:*** The purpose of this bank is to maintain a record of significant information regarding the service of members from enrolment to retirement. The CMPF is used by Career Managers in personnel career planning. ***Retention and Disposal Standards:*** Records are deposited with National Archives of Canada, Personnel Record Centre one year after an individual ceases to be a serving member of the Canadian Forces. They are placed in data bank PAC PCE 718. ***PAC Number:*** 69-014 ***Related to PR#:*** DND CSA 520 ***TBS Registration:*** 000205 ***Bank Number:*** DND PPE 837

Career Medical Review Board
Description: This bank contains the member's medical category, audits associated with employment limitations, recommendations Director Personnel Careers, Personnel Selection Officer's Report (in some cases), data submitted by the member, recommendations by the chain of command, a medical statement prepared by the Surgeon General's staff and Board decisions. Individuals identified are disabled or unfit to perform their duties. It also includes data on members who are fit to perform their duties with and without restrictions. Records are accessible by providing full name, service number, rank and Military Occupation Code, subject, date, month and the year of the Board. ***Class of Individuals:*** Members of the Canadian Forces and members of the Reserve Force on Class «C» service in the rank of Major and below. ***Purpose:*** The purpose of this file is to record the decisions made by Career Medical Review Boards convened to decide the disposition of serving members below the rank of Lieutenant-Colonel, of the Regular Force and of the Reserve Force on Class «C» Reserve Service whose medical category is below the standard required for employment in their military classification. ***Consistent Uses:*** Historical records and reference. ***Retention and Disposal Standards:*** Files are permanently held for historical and statistical purposes. ***PAC Number:*** 69-014 ***Related to PR#:*** DND CSA 520 ***TBS Registration:*** 000183 ***Bank Number:*** DND PPE 814

Chaplain Service
Description: This bank contains the records of Chaplains in the Canadian Forces as well as correspondence on subjects of interest and concern to them. Records are accessible by providing full name, service number, rank and denomination. ***Class of Individuals:*** Chaplains in the Canadian Forces. ***Purpose:*** It is used as a guide to actions affecting Chaplains and their work. ***Retention and Disposal Standards:*** Records are destroyed after three years. ***PAC Number:*** 69-014 ***Related to PR#:*** DND CGP 470; DND CRC 485 ***TBS Registration:*** 000176 ***Bank Number:*** DND PPE 807

Civilian Personnel Management Information System
Description: The Civilian Personnel Information System has been upgraded and renamed to the Civilian Personnel Management Information System (CPMIS). The CPMIS is a bilingual, national level on-line personnel system consisting of nine integrated subsystems which support virtually all major functions and processes in the civilian personnel administration environment. The nine subsystems are: ESTABLISHMENT/ORGANIZATION: maintains position, unit and section data; CLASSIFICATION: maintains the classification information such as class, class, points and coordinates pertaining to the position; OFFICIAL LANGUAGES: Updates linguistics position and employee data; STAFFING: maintains staffing related data (competition number, process, and candidate information; PAY & BENEFITS/LEAVE: The Pay & Benefits maintains all data pertaining to the employee such as PRI, address, salary, employment situations. The leave maintains all kind of leave records as earned and used by employee; HUMAN RESOURCES PLANNING: maintains and tracks data pertaining to employment equity target groups and, measures participation in special development programs, position clearance requests and work force adjusted employees; SECURITY: maintains data related to employee security clearance level and the security clearance of the position; and CIVILIAN TRAINING SUBSYSTEM: maintains data on training taken by employees. This subsystem is on hold until users have define their requirements and CIVILIAN REDUCTION PROGRAM INFORMATION: maintains data relating to the Civilian Reduction Program (CRP), employment records substitution availability, financial benefits and education benefits. ***Class of Individuals:*** Civilian employees of National Defence. ***Purpose:*** The purpose of this system is to provide personnel information to departmental Managers and Personnel Administrators in order to facilitate decision making on personnel matters. It is also used for replying to requests for specific personnel data on a controlled basis. ***Consistent Uses:*** The information in this bank is used to produce reports to managers in order to facilitate their decision making. ***Retention and Disposal Standards:*** History tapes are retained for five years, then erased. ***PAC Number:*** 69-014 ***Related to PR#:*** DND PCA 625 ***TBS Registration:*** 000225 ***Bank Number:*** DND PPE 861

Civilian Workforce Adjustment Clearance System
Description: The Civilian Workforce Adjustment Clearance System is used by three personnel officials at national Defence Headquarters to match employees with vacancies. It is a skills inventory of civilian employees who have been affected by Work Force Adjustment (WFA) for the purpose of vacancy referral prior to commencing the formal staffing process. It captures the following basic information on employees who have

been affected by the workforce adjustment program, declared surplus or laid-off: basic personal "tombstone" data, employee position number, unit identifier and base location, classification and occupational data, dates relating to employment and to WFA, mobility, skills and education and reappointment information. ***Class of Individuals:*** Civilian employees of the Department of National Defence who have been affected by the WFA policy. ***Purpose:*** This system monitors activities and produces statistical reports on WFA activities. It maximizes placement opportunities by matching available affected, surplus and laid-off employees with suitable vacancies.. ***Consistent Uses:*** The information is used to provide statistical reports on WFA for Central Agency requirements. ***Retention and Disposal Standards:*** Records will be maintained indefinitely for statistical purposes. ***TBS Registration:*** 003660 ***Bank Number:*** DND PPE 895

Command and Staff Course Student Files
Description: The bank contains autobiographies; personal and administrative histories; assessments and gradings of written and spoken assignments; assessments of performance during specific tutorial discussions; periodic overall performance assessments and a record of all formal interviews with the student. Records are accessible by providing service number, rank/title and full name. ***Class of Individuals:*** Officers of the Canadian Forces, DND civilians, visiting foreign and Allied Officers. ***Purpose:*** The purpose of this bank is to maintain a temporary file record of the observed performance of Canadian Forces officers and visiting foreign and Allied officers who attend the yearly ten-month-long Command and staff course. The bank is used to provide documented justification for the content of each student's formal course assessment. ***Consistent Uses:*** The bank is only used to provide documented justification for the content of each student's formal course assessment. ***Retention and Disposal Standards:*** Records are destroyed after one year. ***PAC Number:*** 69-014 ***Related to PR#:*** DND RET 370 ***TBS Registration:*** 000211 ***Bank Number:*** DND PPE 843

Conflict of Interest and Post-Employment Code – Military
Description: This bank contains a Certification Document of Understanding for Public Office Holders; Confidential Reports of assets, liabilities and participation in outside activities in accordance with CFAO 19-37; and may contain investigation reports and correspondence about potential and actual conflicts between the private interests or holdings of a member and the member's official duties and responsibilities. It may also contain reports and correspondence about actual and potential offers of post-employment. Records are accessible by providing name, service number and rank. ***Class of Individuals:*** Members of the Canadian Forces regular and members of the Reserves on full-time paid service. ***Purpose:*** The purpose of this bank is to maintain information required to implement the Conflict of Interest and Post-Employment Code for Public Office Holders within the Canadian Forces, and to record potential conflicts of interest and their resolution and/or any post-employment compliance action. ***Consistent Uses:*** The information in this bank is used to resolve situations of potential and actual conflicts of interest and to support decisions on transfers, discipline and termination of employment if conflict of interest exists. It also enables designated officials to determine whether a former member to whom post-employment compliance measures apply is in compliance. This impacts on a current public office holder's ability to deal with the former member. ***Retention and Disposal Standards:*** Records are retained by this department for the duration of employment plus two years, after which the records are destroyed. ***PAC Number:*** 85-001 ***Related to PR#:*** DND CSA 520 ***TBS Registration:*** 001966 ***Bank Number:*** DND PPE 864

Dental Records
Description: The bank contains assessments of dental fitness to perform duties as a serving regular member of the Canadian Forces and records of active dental treatment. The data includes dental and medical histories, special dental and medical examinations, tests, comments and opinions. During the service career, dental records are retained by the dental detachment responsible for the individual's treatment requirements. Records are accessible by providing full name, date of birth, service number and rank. ***Class of Individuals:*** Members of the Canadian Forces. ***Purpose:*** The dental records are used for ongoing planning and provision of required dental treatment throughout an individual's career. They may also be used for forensic identification during and following service in the Canadian Forces. ***Retention and Disposal Standards:*** One year after member's release from the Canadian Forces, records are transferred to the National Personnel Records Centre, National Archives of Canada, where they are placed in data bank PAC PCE 717. ***PAC Number:*** 69-014 ***Related to PR#:*** DND DSD 510 ***TBS Registration:*** 000180 ***Bank Number:*** DND PPE 811

Dependant Education Allowances
Description: This bank consists of one database containing information concerning education and related care benefits for the dependants of DND personnel serving inside/outside Canada. Information contained includes service number and name of DND personnel, name(s) and date(s) of birth of dependants, posting location, authorized benefits and pertinent school years of benefit. Records are accessible by providing name and service number. Dependant education benefits records are identified by name and service number of the DND member and dependants name(s) and date(s) of birth. ***Class of Individuals:*** Members of the Canadian Forces, civilians employed by DND outside Canada and teachers on loan of service from municipal school boards in Canada who are recipients of benefits. ***Purpose:*** The purpose of this bank is to track requests for and approval of education and related care benefits for the dependants of DND personnel serving inside/outside Canada. ***Retention and Disposal Standards:*** Records are retained for 10 years and then

destroyed. ***PAC Number:*** 69-014 ***Related to PR#:*** DND DEP 465 ***TBS Registration:*** 003267 ***Bank Number:*** DND PPE 876

Designation of Additional Dependants Remuneration Supplement Claims and Hospital/Medical Claims Outside of Canada
Description: This bank contains information on personal characteristics of the person for whom application is being made. Dependant records are identified by the dependant's name and date of birth, name of serving member, relationship to the serving member and the serving member's full name, service number, rank and Military Occupation Code. ***Class of Individuals:*** Dependants of members and members of the Canadian Forces. ***Purpose:*** The purpose of this bank is to maintain a record of designation of additional Canadian Forces dependants outside of Canada for hospital and medical coverage. ***Retention and Disposal Standards:*** Records are destroyed after two calendar years. ***PAC Number:*** 69-014 ***Related to PR#:*** DND CBD 450 ***TBS Registration:*** 000178 ***Bank Number:*** DND PPE 809

Harassment
Description: This bank contains letters of complaint regarding incidents of harassment; records of interviews both with complainants and alleged harassers; records of interviews with witnesses to incidents; summations of investigations and analyses of events and records of decisions taken about particular incidents. Such information must be retained as a separate record and not placed on the complainant's personnel record. When a disciplinary action results from an investigation, information may be transferred to the Conduct sheet for Military personnel and to the Discipline Bank for DND Civilian employees. ***Class of Individuals:*** Members of the Canadian Forces and Civilian Employees of the Department of National Defence. ***Purpose:*** The purpose of this bank is to record information necessary for dealing with complaints of personal harassment at the workplace, to make decisions in specific instances on whether or not personal harassment is occurring, and when this is the case to determine the appropriate action, including disciplinary actions, to be taken to end a harassment situation. ***Consistent Uses:*** To support decisions on transfer and discipline of members and employees. The information may be subsequently used should the case result in a grievance or a Canadian Human Rights complaint. In support of the Departmental goal of zero incidence of harassment, the findings and recommendations of any investigation of harassment may be disclosed to the complainant and the individual complained against. Any disciplinary and administrative action taken against the individual as a result of the findings may also be disclosed to the complainant. ***Retention and Disposal Standards:*** Records are retained for two years after the last administrative action. Records are then destroyed. ***TBS Registration:*** 003005 ***Bank Number:*** DND PPE 875

Headquarters Documents Microfile
Description: This bank contains data obtained upon enrolment/transfer to the Regular Forces, such as the name; Service Number; religion; date and province of birth; citizenship; province of birth of parents; address on enrolment; language information; marital status on enrolment; sex and year of birth of dependant children; dependants' language of instruction preference; statements of Reserve Service; proof of change of name; Oath or Affirmation on enrolment and statements of understanding. It also contains post-enrolment/transfer date information such as change of name. Records are retrievable by service number. ***Class of Individuals:*** Members of the Canadian Forces. ***Purpose:*** The purpose of the manual microfile is to provide a support service to those engaged in personnel management or personnel administration of Canadian Forces Regular Force personnel. ***Retention and Disposal Standards:*** Records are retained for one year after release from the Canadian Forces and then transferred to the National Personnel Records Centre, National Archives of Canada where they are placed in data bank PAC PCE 718. ***PAC Number:*** 69-014 ***Related to PR#:*** DND PCA 625 ***TBS Registration:*** 000219 ***Bank Number:*** DND PPE 855

Identification and Access Control Cards
Description: This bank contains photographs, signatures, Service Number (SN) (military) / Personal Record Identifier (PRI)(civilian), surname and given names, date of birth and blood group (for CF members). The bank also contains information related to the access and egress of certain facilities by employees. The information is collected by means of identification forms, correspondence, and video cassette or instamatic camera, and is stored on an automated database. Records are accessible by providing SN/PRI and full name. ***Class of Individuals:*** CF members and their dependants (when CF members are serving as Attachés), civilian employees of National Defence, and Allied Forces personnel and their dependants serving in Canada. ***Purpose:*** The purpose of this bank is to maintain information relating to the issuance and cancellation of identification and access control cards. For safety and security reasons, the information is used to control access and egress to certain facilities, and to provide for the security of DND employees and property. ***Consistent Uses:*** Issuance of identification and access control cards. Information may be used to produce reports for statistical analysis or for incident investigation. ***Retention and Disposal Standards:*** Information related to access and egress of DND facilities is collected solely for safety and security reasons. Information collected during core hours of operation is purged on a daily basis. Information collected during silent hours is retained for two years for incident investigation purposes and then destroyed. Identification records of deceased individuals are destroyed two years from date of death. All other records are retained for five years after release from the Department and are then destroyed. ***TBS Registration:*** 003681 ***Bank Number:*** DND PPE 896

Information Services
Description: This bank contains biographical information on senior military and civilian officials within the

Department of National Defence. Records are accessible by providing full name, rank, and Military Occupation Code. ***Class of Individuals:*** Senior military and civilian officials of the Department of National Defence. ***Purpose:*** Information was compiled and obtained for internal and external use by Public Affairs Officers in the performance of their duties. ***Retention and Disposal Standards:*** Records are held until retirement and are then placed in DND PPE 837. ***PAC Number:*** 69-014 ***Related to PR#:*** DND ISD 065 ***TBS Registration:*** 000196 ***Bank Number:*** DND PPE 827

Insurance – Service Income Security Insurance Plan (SISIP)
Description: This bank contains all Regular Force and Class C Reserve Force applications for coverage under the Service Income Security Insurance Plan (SISIP) as well as for the General Officers Insurance Plan (GOIP). The master policy is held by Maritime Life Assurance Company. The bank also contains Canadian Forces death notifications, and life claim forms submitted by claimants. Records are accessible by providing full name, service number, date of birth, rank, and Military Occupation Code (MOC). ***Class of Individuals:*** Current and former Regular Force and Class C Reserve Force members of the Canadian Forces. ***Purpose:*** The purpose of this bank is to maintain a file of past and present Canadian Forces personnel who have applied for SISIP and GOIP coverage as well as to maintain a record of death and/or disability information, including benefits payable or reasons for rejection, for current and former members of the Canadian Forces who are SISIP participants. ***Retention and Disposal Standards:*** Records are destroyed seven calendar years after death or cancellation of coverage. ***PAC Number:*** 69-014 ***Related to PR#:*** DND CBD 450 ***TBS Registration:*** 000177 ***Bank Number:*** DND PPE 808

Judge Advocate General's Files/Service Estates
Description: The file contains the report of the unit investigation into the service estate and the subsequent correspondence with the unit on the collection and distribution of the assets of the estate. It also contains the record of correspondence with the beneficiary named in the deceased's Will or, as required, the correspondence with the executor/administrator or the solicitor acting for the estate. In addition, the file contains the financial records of the cash assets of the estate and information on the disposal of the cash assets and personal effects. Records are accessible by providing full name, service number and date of death. ***Class of Individuals:*** Deceased members of the Regular Force and members of the Reserve Force who were serving on Class «B» or «C» Reserve Service. ***Purpose:*** The purpose of this bank is to document the action taken to administer the service estates of deceased members of the Canadian Forces. The files are limited to the service estates of deceased members of the Regular Force and members of the Reserve Force who were Serving on Class «B» or «C» Reserve Service. ***Retention and Disposal Standards:*** The files are held until all necessary action has been taken by the Estates Officer and are then transferred to the National Personnel Records Centre, National Archives of Canada, where they are placed in data bank PAC PCE 716. ***PAC Number:*** 69-014 ***Related to PR#:*** DND JAG 015 ***TBS Registration:*** 000220 ***Bank Number:*** DND PPE 856

Medical Records
Description: This bank contains assessments of medical fitness to perform duties as a serving member of the Canadian Regular Forces and records of medical treatment, including those at Canadian Forces Hospitals. In certain designated areas, isolated and semi-isolated units, the bank may contain records of medical treatment for dependants of serving members. The data may include medical histories, special medical examinations, tests, comments and opinions. Records of military members are accessible by providing full name, service number, rank, date of birth, Military Occupation Code, and if applicable, Canadian Forces Hospital with dates of admission and discharge. Dependant medical records are identified by the dependant's name, name of serving member, relationship to the serving member and the serving member's service number. ***Class of Individuals:*** Members of the Canadian Forces and dependants of serving members. ***Purpose:*** The records serve as a reference source for medical treatment and career medical/administrative decisions. ***Consistent Uses:*** Within the parameters of Canadian Forces Medical Order 8-02, information concerning members of the Canadian Forces and dependants covered under the Code of Service Discipline may be disclosed to the Commanding Officer, to a Board of Inquiry or Summary Investigation conducting an investigation into an accident or occurrence resulting in injury or death to an individual, to Military Police and specified Investigative Bodies for the purpose of carrying out a lawful investigation, to Provincial and Municipal Authorities according to existing statutes, and as required for use in judicial proceedings. ***Retention and Disposal Standards:*** One year after a member's release from the Canadian Forces, records are transferred to National Personnel Records Centre, National Archives of Canada, where they are placed in data bank PAC PCE 717. Retention and disposal of dependants medical records shall be in accordance with the Provincial Public Hospital Act where the medical documents were initiated. Retention and disposal of dependant medical records originating outside Canada shall be regulated by the Ontario Public Hospital Act. ***PAC Number:*** 69-014 ***Related to PR#:*** DND SGB 490 ***TBS Registration:*** 000179 ***Bank Number:*** DND PPE 810

Merit Award Program
Description: This bank contains rules and regulations governing the Merit Award Program, personal data of nominees, minutes of meetings, statistics and employee employment records. Records are accessible by providing full name, date of birth, rank, Military Occupation Code and date of nomination and/or award. ***Class of Individuals:*** Military personnel and civilian employees of National Defence. ***Purpose:*** The purpose of this bank is to administer the Department of National

Defence Merit Award Program. The bank is used to process Merit Award nominations for consideration by Command and National Defence Headquarters Group Committees. ***Consistent Uses:*** Social insurance number and mailing address are required for award cheque requisitioning through the Department of Supply and Services, and for income tax purposes by the Department of National Revenue (Taxation), pursuant to the Income Tax Act. ***Retention and Disposal Standards:*** Records are destroyed after three calendar years. ***PAC Number:*** 69-014 ***Related to PR#:*** DND ESD 045 ***TBS Registration:*** 000195 ***Bank Number:*** DND PPE 826

Military Honours and Awards
Description: This bank contains listings of personnel who have received military honours and awards and certain limited military ceremonies concerning ships, buildings, royalty, Governor General, freedom of cities, and related activities such as unit commemorative events. Records are accessible by providing full name, date of birth, rank and Military Occupation Code, date and event concerned. ***Class of Individuals:*** Members of the Canadian Forces and civilian employees of National Defence. ***Purpose:*** The purpose of this bank is to establish and maintain a record of honours and awards accorded to members of the Canadian Forces and of certain limited Department of National Defence ceremonial activities, primarily of a military nature ***Retention and Disposal Standards:*** Records are retained for five calendar years and then transferred to National Archives of Canada where they are placed in data bank PAC PCE 716. ***PAC Number:*** 69-014 ***Related to PR#:*** DND DOC 420; DND DOC 445 ***TBS Registration:*** 000192 ***Bank Number:*** DND PPE 823

Military Personnel – Grievance File
Description: This bank constitutes a record of applications for redress of grievances submitted and the decisions made in respect of those grievances. Records are filed in accordance with service number, name, rank, Military Occupation Code and year of grievance. ***Class of Individuals:*** Members of the Canadian Forces. ***Purpose:*** The purpose of this bank is to record applications for redress of grievances submitted in accordance with Regulations and Orders made pursuant to the National Defence Act and also to record the decision made in respect of those grievances. ***Consistent Uses:*** Investigation, by the Canadian Forces, of complaints made, in accordance with the Canadian Human Rights Act, by the same person who submitted the grievance, and relating to the same subject. ***Retention and Disposal Standards:*** The files are destroyed five years after last administrative action. ***PAC Number:*** 69-014 ***TBS Registration:*** 000200 ***Bank Number:*** DND PPE 831

Military Personnel Information System (Automated)
Description: This bank includes the military subsystems of the Integrated Personnel Data System (IPDS), comprising the Military Personnel Information System (MPIS), and the Supplementary Reserve application. These contain: name, rank, service number, sex, date and place of birth, security clearance, religious denomination, marital status, dependants, medical category, military occupation, educational level, language, rank and occupational qualifications, duty location, engagement plan and service history for current and former members of the Regular Force. Additionally, the release address of former Regular Force members or current home address of Supplementary Reserve members is included. Similar but fewer data elements are maintained for all former and current Reserve Force members. Serving Regular Force personnel receive individually, on a scheduled basis, a bilingual Personnel Record Resumé (PRR), showing a resumé of the data held on them. Records of members released from the Canadian Forces are not subject to amendments. Records are retrievable by service number. ***Class of Individuals:*** Former and current members of the Canadian Forces (Regular and Reserve). ***Purpose:*** The purpose of this automated data bank is to provide and verify information for those engaged in the management or administration of Canadian Forces personnel, at all levels of the Department including the FIS and FEMIS. ***Consistent Uses:*** The information in this bank is used to update and confirm the holdings of common data on personnel, maintained by the Central Computation Pay System (CCPS) (DND PPE 858) and is also forwarded to personnel information systems at the Command Headquarters, strictly to update their data holdings. The SIN is collected in accordance with the Income Tax Act, the Canada Pension Plan Regulations, and the Unemployment Insurance Act for the purpose of managing and administering members' pay, and in accordance with the Canada Elections Act for the provision of annual Statements of Ordinary Residence to members of Parliament. While the SIN has been used since 1968 to uniquely identify CF members for all personnel administration purposes, DND is an active participant in the current Government-directed action to abandon non-legislated uses of the SIN, and has replaced it with a new Service Number (SN). While the SIN will continue to be retained for legislated purposes, use of it will be strictly limited. The new SN is used in all non-legislated applications, including routine administration. In all cases, access to the cross-reference between the SIN and the SN will be very strictly controlled after completion of the conversion process. ***Retention and Disposal Standards:*** Records are retained indefinitely. ***PAC Number:*** 69-014 ***Related to PR#:*** DND CPS 625 ***TBS Registration:*** 000175 ***Bank Number:*** DND PPE 806

Military Police Investigation Case Files
Description: This bank contains personal information on individuals who have been involved in an incident, including criminal or security offences investigated by the Military Police. This bank also records the findings of authorized investigations. The bank consists of investigation and occurrence reports, written statements, record books, documentary exhibits, photographs, index cards, lists of evidence, telegrams containing investigative information, civil and military court documents and related correspondence. Persons are

identified by a Service Number, name and initials, date of birth, and the report in which they are mentioned is identified by the assigned file index number for the investigation, the type of incident or offence and the date of its occurrence. Information in this bank may be maintained on paper documents, as well as on microfilm and in automated form. Records are accessible by providing full name, Service Number (not mandatory), type of incident or offence, location and date. ***Class of Individuals:*** Members of the Canadian Forces, civilian employees of National Defence and members of the public involved in an offence on National Defence establishments. ***Purpose:*** This information is used by departmental authorities for personnel administration, disciplinary measures, and for security and reliability screening, postings, continued service, appeals, civil actions, criminal actions, investigations, suppression of crime, eligibility for medical treatment, pensions, and criminal injuries compensation. It is also used for research, planning, evaluation and statistical purposes. ***Consistent Uses:*** Some information may be shared with accredited domestic and foreign law enforcement and investigative agencies in the administration or enforcement of the law and in the detection, prevention or suppression of crime generally. ***Retention and Disposal Standards:*** The records in this bank held outside NDHQ are destroyed 2 years after last administrative or judicial use while records at NDHQ are transferred to National Archives after 10 calendar years. Some records may be retained for a longer period if judged to be of archival value or if deemed to be of historical value to the Department of National Defence. ***PAC Number:*** 69-014 ***Related to PR#:*** DND MIS 085 ***TBS Registration:*** 000203 ***Bank Number:*** DND PPE 835

Military Postgraduate Student Records
Description: This bank contains basic personal and course-related information concerning officers undergoing postgraduate training, such as name, initials, rank, military occupation code and description, service number, file and course loading authorization (CLA) numbers and date assigned, FMS/WCN numbers (applicable to US military courses), training source category, name and location of institution, course title, program type, occupation specialty qualification code, target position in establishment, course start and end dates, estimated total cost, financial planning code (GRC), CLA request reference, posting message, obligatory service completion date, posting date and date thesis received. Records are accessible by providing full name, service number, rank, Military Occupation Code, course title and program type and name and location of the institution where training was received. ***Class of Individuals:*** Canadian Forces officers selected for postgraduate ***Purpose:*** The purpose of this bank is to maintain administrative records of officers undergoing postgraduate training and to assist in the assignment of trained personnel to those establishment positions requiring specific postgraduate qualifications. ***Retention and Disposal Standards:*** Hard copy file records are contributed to personal information bank DND PPE 837 Career Manager Personal Files on completion of training. Computer records are retained indefinitely for statistical purposes. ***PAC Number:*** 69-014 ***Related to PR#:*** DND RET 370 ***TBS Registration:*** 003269 ***Bank Number:*** DND PPE 878

Minutes of Proceedings of Courts Martial
Description: The minutes of proceedings of a court martial are an accurate record of all testimonies, pleadings, decisions, findings and sentence of a court martial, including all exhibits in the form of documents. Records are accessible by providing year and place of court martial, full name and rank, when applicable, of the accused. ***Class of Individuals:*** Members of the Canadian Forces and other persons who are subject to the code of service discipline by virtue of section 60 of the National Defence Act. ***Purpose:*** These records are kept for purposes of appeal to the Court Martial Appeal Court and the Supreme Court of Canada and for administrative purposes. ***Retention and Disposal Standards:*** Records are never destroyed. ***PAC Number:*** 69-014 ***Related to PR#:*** DND JAG 035 ***TBS Registration:*** 000199 ***Bank Number:*** DND PPE 830

National Defence Fingerprint File
Description: The following information is held on members of the Canadian Forces, civilian employees of the Department and Allied Forces personnel serving in Canada: fingerprints, FPS number, service number/civilian PRI number, name, signature, sex, date and place of birth, date and place of engagement, occupation or trade, colour of hair and eyes, height, weight, complexion, scars, amputations, birthmarks, deformities, tattoos, date and place of fingerprinting as well as dates of all previous employment with the Canadian Forces, RCMP or public service. Records are accessible by providing name, service number/civilian (PRI) number and, as proof of identity, one rolled fingerprint done in black ink. ***Class of Individuals:*** members of the Canadian Forces; civilian employees of National Defence and Allied Forces personnel serving in Canada. ***Purpose:*** This bank of information is maintained purely for service considerations to provide an infallible means of identifying personnel who may have been victims of a serious injury, amnesia or death during times of war and peace. The fingerprints in this bank may also be used by the department for reliability and security screening of employees . ***Consistent Uses:*** Used for identification purposes and may be used for security and reliability screening of employees. ***Retention and Disposal Standards:*** Records are retained by the Department for five years from date of release and are then destroyed. Records of deceased individuals are destroyed two years from the date of death. Prints of Allied Forces personnel are destroyed at termination of their tour of duty in Canada. ***PAC Number:*** 69-014 ***TBS Registration:*** 000170 ***Bank Number:*** DND PPE 801

Non-Commissioned Members Accumulated Point List Score
Description: The information in this bank includes, for each individual, only: Military Occupation Code, Sequential number, Service Number, rank, surname and

initials, enrolment date, date of birth, release date, accumulated point score by each year commencing seven years prior to release date for five years, total score, acceptance, declined. Records are accessible by providing Service Number, rank, surname and former surname(s) (if applicable), Military Occupation Code and previous military occupation code(s) (if applicable). ***Class of Individuals:*** Canadian Forces Non-Commissioned members in the ranks of Corporal to Chief Warrant Officer, inclusive. ***Purpose:*** The purpose of this bank is to record the Non-Commissioned Members' indefinite Period of Service Accumulated Point Listings resulting from the deliberation of the Non-Commissioned Member's merit boards convened annually to rate Non-Commissioned Members for continued service beyond their current release date. The listing is an accumulated score spanning five years and commences seven years prior to the Non-Commissioned Member's current release point and applies only to non commissioned members serving on an Intermediate Engagement in accordance with Canadian Forces Administration Order 6-2. ***Retention and Disposal Standards:*** Records maintained since 1989 are on file and are available. Records are sent to the Personnel Records Centre of the National Archives of Canada one year after an individual ceases to be a serving member of the Canadian Forces. Records are placed in data bank PAC PCE 718. ***PAC Number:*** 69-014 ***Related to PR#:*** DND CSA 520 ***TBS Registration:*** 002335 ***Bank Number:*** DND PPE 870

Non-Commissioned Members Merit Board Listings
Description: The information in this bank includes for each individual only: service number; rank; surname and initials; element; Military Occupation Code; first official language; second language; seniority; enrolment; birth and release dates; sex (up to the year 1986 only); merit score; rank qualification and time in rank indicator. Records are used for the promotion year to which they apply. A members own records are accessible to the member and/or the members Commanding Officer on the written request of the members by providing service number, rank, surname and former surname(s) (if applicable), Military Occupation Code and previous Military Occupation Code(s) (if applicable), and year of promotion to current rank. ***Class of Individuals:*** Regular Force Non-Commissioned Members of the ranks of Corporal to Master Warrant Officer, inclusive; rank of Chief Warrant Officer, up to the year 1986 only. ***Purpose:*** The purpose of this bank is to record the Non-Commissioned Members merit listings resulting from the deliberations of the Non-Commissioned Members Merit Boards convened annually to rate Non-Commissioned Members based on merit as a result of assessing each individual on performance and potential. The merit listings are employed to select individuals for promotion to the next higher rank, attendance on courses, conversion of terms of service, specialized training and employment. ***Retention and Disposal Standards:*** Since 1979, the records are retained for 20 years for statistical purposes and then destroyed. ***PAC Number:*** 69-014 ***Related to PR#:*** DND CSA 520 ***TBS Registration:*** 000209 ***Bank Number:*** DND PPE 841

Non-Public Fund (NPF) Personnel Index Card
Description: This bank contains employee's social insurance number, name, sex, date of birth, marital status, unit of employment, salary, date of employment, and Non-Public Fund benefit plans applicable. Files are restricted to full-time and qualified part-time employees of Non-Public Fund Operations, by unit of employment. Records are accessible by providing full name and date of birth. ***Class of Individuals:*** Non-Public Fund full-time and qualified part-time employees. ***Purpose:*** Records are used to store information submitted by units for administration of group insurance and pension plan, as well as for statistical purposes. ***Consistent Uses:*** Pursuant to the Canada Pension Plan Act, documentation to support pension deductions and entitlements, including the social insurance number, is provided to the Department of National Revenue (Taxation). ***Retention and Disposal Standards:*** Records are retained only for statistical purposes and destroyed three calendar years after termination of employment. Records are retained for employees who have vested or deferred pension rights until employee reaches retirement age, death, or transferred to RRSP at employee's request. ***PAC Number:*** 69-014 ***Related to PR#:*** DND PSB 385 ***TBS Registration:*** 000171 ***Bank Number:*** DND PPE 802

Non-Public Fund Employees Employed at Canadian Forces Bases and Stations
Description: This bank contains applications for employment, leave forms, record of pay adjustments, employee evaluation reports, employee questionnaire (including social insurance number, name, occupation, salary, marital status, sex, date of birth and date of employment) and correspondence concerning the employee's career. Records are accessible by providing full name, date of birth, period of employment and location of employment. ***Class of Individuals:*** Non-Public Fund employees employed in Bases and Stations of the Canadian Forces and those employed directly by Director General Personnel Services. ***Purpose:*** The purpose of this bank is to maintain a record of correspondence relating to the career of Non-Public Fund employees employed in Bases and Stations of the Canadian Forces and those employed directly by Director General Personnel Services. The file is used to review action taken with regard to an employee and to determine an employee's suitability for promotion, transfer or retention. ***Consistent Uses:*** Pursuant to the Income Tax Act, Unemployment Insurance Act, and Canada Pension Plan Act, documentation to support pay deductions, including the social insurance number, is provided to the Department of National Revenue (Taxation). ***Retention and Disposal Standards:*** Files are destroyed two calendar years after termination of employment. ***PAC Number:*** 69-014 ***Related to PR#:*** DND PSB 385 ***TBS Registration:*** 000172 ***Bank Number:*** DND PPE 803

Non-Public Fund Employees of the Canadian Forces – Personnel Applicant and Benefit Programs File
Description: This bank contains employment applications and correspondence regarding executive and managerial positions, complaints from personnel, replies and queries from employees, and replies concerning benefit programs or working conditions. The individuals concerned are Non-Public Fund employees of the Department. Records are accessible by providing full name; date of birth; periods of employment; and subject, date and file number (if known) of the initial application or correspondence. ***Class of Individuals:*** Non-Public Fund employees. ***Purpose:*** This file is used for the administration of Non-Public Fund employees. ***Consistent Uses:*** Pursuant to the Canada Pension Act, documentation to support pension deductions and entitlements including social insurance number is provided to the Department of National Revenue (Taxation). ***Retention and Disposal Standards:*** Records are destroyed after five calendar years. ***PAC Number:*** 69-014 ***Related to PR#:*** DND PSB 385 ***TBS Registration:*** 000173 ***Bank Number:*** DND PPE 804

Officer Boards for Academic Enhancement and Specialist Training Plans
Description: This bank contains the annual boards for Post Graduate Training, University Training Plan (Officers), Military Medical, Legal, Dental, Pharmacy and Chaplain Training Plans. Each board may contain selection criteria, proceedings, findings, lists of the officers selected, (the Post Graduate Training Board lists alternates and those not selected), letters of disposition to each applicant and any resulting postings. Only those officers who apply for each plan are included. Records are accessible by providing full name, rank, service number, Military Occupation Code, particular plan and year of application. ***Class of Individuals:*** Canadian Forces officers who have made application for the training plans listed. ***Purpose:*** The purpose of this bank is to record the findings of the annual boards convened to determine suitable officers from those who have applied for each of the training plans. ***Consistent Uses:*** Reference. ***Retention and Disposal Standards:*** Records are retained for statistical purposes for three calendar years and then destroyed. ***PAC Number:*** 69-014 ***Related to PR#:*** DND CSA 520 ***TBS Registration:*** 002273 ***Bank Number:*** DND PPE 848

Officers Merit Board Listings
Description: The information contained in the Merit Board report includes a list of officers in order of merit and the following information pertaining to each officer: Merit List position number, Service Number, name; initials; score; Military Occupation Code (MOC); years of service; current rank; current and previous seniority date and promotion zone entry date. Where applicable, the Merit Board Report also contains personal information in the form of findings and recommendations of the Board. Also contained in this bank are the Intermediate Engagement (IE) and Indefinite Period of Service (IPS) Merit Lists. A member's own records are accessible to the member and/or the members Commanding Officer on the written request of the member by providing full name, service number, rank for each year covered by the request including date of promotion to each rank; current MOC; previous MOC(s) (if applicable); date of MOC transfer (if applicable); commencement date of any period of extension of service (if applicable) and dates of release and re-enrolment (if applicable). ***Class of Individuals:*** Officers in the Canadian Forces (Regular). ***Purpose:*** The purpose of this bank is to record the personal information and the officers' merit listings resulting from the deliberations of Officer Merit Boards. These 25 Boards are convened annually to rate officers in order of merit as a result of assessing each officer's performance and potential. The personal information and merit listings are used to select officers for promotion to the next higher rank, for attendance on courses, to determine suitability for employment and to effect conversion of terms of service. It is also used by Commanding Officers for professional development and career progression. ***Retention and Disposal Standards:*** Records maintained since 1979 are on file and are available. These and future records will be retained for a period of 20 years for statistical and promotional purposes and then destroyed. ***PAC Number:*** 69-014 ***Related to PR#:*** DND CSA 520 ***TBS Registration:*** 000208 ***Bank Number:*** DND PPE 840

Pay Records File
Description: The bank contains, for every individual who is serving or has served in the Canadian Forces Regular and Class «C» Reserve since 1947, records of their pay and allowances entitlements; deductions such as Income Tax; Pension contributions; CPP and UIC contributions; hospital and medical plan and acquittance roll payments; and third party pay allotments, including documentation concerning compulsory payments. Records are accessible by providing service number, social insurance number and full name. ***Class of Individuals:*** Members of the Canadian Forces (Regular) and personnel on Class «C» Reserve service. ***Purpose:*** The purpose of this bank is to record the individual pay records for members of the Canadian Forces (Regular) and personnel on Class «C» Reserve service. This bank enables the Central Computation Pay System (CCPS) to determine and record pay entitlements and applicable deductions. This information may be used for statistical research purposes, and for planning implementing and evaluating government personnel policies relating to pay and allowances. ***Consistent Uses:*** Pursuant to the Income Tax Act, Unemployment Insurance Act and Canada Pension Plan Act, documentation to support pay and deductions, including the social insurance number, is provided to the Departments of Supply and Services and National Revenue (Taxation). ***Retention and Disposal Standards:*** The Master Pay Records are microfilmed on a regular basis and destroyed after 54 years. Since 1976, the records are kept on computer disk/tape and are computer readable ***PAC Number:*** 69-014 ***Related to PR#:*** DND FSB 765 ***TBS Registration:*** 000222 ***Bank Number:*** DND PPE 858

Pension File
Description: The bank contains proofs of prior service; pension election forms; copies of vital statistics of serving Canadian Forces members and their dependants; pension observations and correspondence concerning pensions. Records are accessible by providing service number and full name. ***Class of Individuals:*** Members of the Canadian Forces. ***Purpose:*** The purpose of this file is to determine superannuation benefits for members of the Canadian Forces (Regular) upon release. This information may be used for statistical research purposes and for planning, implementing and evaluating government personnel policies relating to pensions and superannuation. ***Consistent Uses:*** Pursuant to the Income Tax Act, documentation supporting pension entitlements, including the social insurance number, is provided to the Department of Supply and Services (DSS PCE 701, Superannuation Annuitant System Database) for the issue of pension cheques, as well as to the Department of National Revenue (Taxation) for bank RCT PPU 005 Individual Income Tax Return. ***Retention and Disposal Standards:*** Records are retained by Director Pay Services until the member is released, at which time they are forwarded to the Personnel Records Centre, National Archives of Canada where they are placed in data bank PAC PCE 719. ***PAC Number:*** 69-014 ***Related to PR#:*** DND FSB 765 ***TBS Registration:*** 000223 ***Bank Number:*** DND PPE 859

Performance Evaluation Report File
Description: This bank contains Performance Evaluation Reports, course reports and, if applicable, biographical sketches, photographs, records of flying time, and letters of commendation and awards. Records are accessible by providing full name, service number, rank, Military Occupation Code and date of release if applicable. ***Class of Individuals:*** Members of the Regular Force and members of the Reserve Force on Class C service. ***Purpose:*** The purpose of this bank is to maintain a record of performance on the job. The bank is used to determine on a continuing basis the relative merit/suitability of members for promotion, training, retention, release, and other management administrative decisions. ***Retention and Disposal Standards:*** Records are retained for one year after the individual's release and are then transferred to National Archives of Canada where they are placed in data bank PAC PCE 720. ***PAC Number:*** 69-014 ***Related to PR#:*** DND CSA 520 ***TBS Registration:*** 000206 ***Bank Number:*** DND PPE 838

Personnel Applied Research Information Data Bank
Description: This automated data bank contains data on selection tests, training performance, and employment status in the Canadian Forces (CF) as well as information from applicant, attrition, harassment and conditions of service surveys. Data are held in perpetuity on applicants to the CF as well as current and past members. The applicant number, service number or CFPARU identification code may be used to link or match information in this bank with (DND/PPE 806, the Military Personnel Information system MK 4) and bank PSE 918 (Employment Equity Program) for purposes consistent with both banks and with the reason for which the information was collected. Matched information may subsequently be held in either or both banks. ***Class of Individuals:*** Applicants to the Canadian Forces and serving and former members of the Canadian Forces. ***Purpose:*** This automated data bank provides a database for personnel research, i.e., occupational selection and program/policy evaluation. ***Retention and Disposal Standards:*** CF 283 Applicant Assessment forms are retained in hard copy for five years and then indefinitely on microfiche. All other hard copy records are destroyed after five years. Automated data is retained indefinitely. ***PAC Number:*** 69-014 ***Related to PR#:*** DND PDB 360 ***TBS Registration:*** 000184 ***Bank Number:*** DND PPE 815

Personnel Files – Training
Description: The files contain personal particulars, records of performance during the course and records regarding personal behaviour and appearance. Records are accessible by providing full name, service number, rank, Military Occupation Code, course attended and school where course was taken. ***Class of Individuals:*** Members of the Canadian Forces. ***Purpose:*** The purpose of this bank is to maintain files on all personnel undergoing individual training at Canadian Forces Schools other than Military Colleges and Staff Colleges. Files enable the school to have information regarding the candidate and to collect pertinent information used by the school staff to counsel and prepare the final course reports on the students. ***Retention and Disposal Standards:*** Records are destroyed after two years as the information is incorporated into a formal course report which is retained in the member's performance evaluation report files (DND PPE 838) for the duration of the individual's career. Schools maintain these files for one year and then forward the files to the regional office of the National Archives of Canada where they are held for one year. Exceptions to this are the files of officer candidates at Canadian Forces Officer Candidate School, Chilliwack, where the files are maintained for eight months and then forwarded to the regional office of the National Archives of Canada where they are held for three years in data bank PAC PCE 716. ***PAC Number:*** 69-014 ***Related to PR#:*** DND RET 370 ***TBS Registration:*** 000210 ***Bank Number:*** DND PPE 842

Personnel Security Investigation File
Description: This bank contains personal data, such as criminal records, security analyses, investigative reports, credit check reports, related correspondence, notations of the level of security clearance and reliability status granted, and Security Clearance Review Board documentation and Security Intelligence Review committee appeals. Reliability check records apply to pre-employment/employment with the DND. This bank contains personal information about the individual, his or her immediate family, the names and comments of past employers, the names and comments of character references, and possibly the names and activities of associates with whom the individual would have contact.

Personal information is held on individuals who are or have been the subject of security screening procedures in relation to employment with the DND, when access to classified information is a requirement. This information has been obtained to support decisions taken in determining the suitability for a security clearance when an individual will require access to classified information. The reliability check is required as a condition of employment in the CF/DND and is required to assess the honesty, trustworthiness and discretion of an individual when given access to sensitive information or government assets or access to valuables, drugs, hazardous or dangerous material; or responsibility for the well-being of persons or control of personnel. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their request. Records are filed by surname, initials and date of birth of the individual. In addition, individuals who were released before 1990 must also provide their social insurance number. ***Class of Individuals:*** Current and former members of the Canadian Forces and civilian employees of the Department of National Defence. By virtue of the clearance and reliability check process, personal information may be held on individuals who are not themselves the subject of the security assessment or reliability check. ***Purpose:*** The purpose of this bank is to maintain investigative documentation necessary to assess an individual's loyalty and reliability to Canada from a departmental security clearance viewpoint in order to grant access to classified material. The information is also used to assess reliability as a condition of employment and for permitting access to sensitive or valuable assets, or hazardous or dangerous material; or for responsibility for the well-being of persons or control of personnel. ***Consistent Uses:*** The information in this bank may be used in matters which may, on reasonable grounds, be suspected of constituting threats to the security of Canada or the Department; information may also be used in other lawful investigations. ***Retention and Disposal Standards:*** Records are retained for a minimum period of ten years from the time of the last administrative action taken on the file ***PAC Number:*** 69-014 ***TBS Registration:*** 001782 ***Bank Number:*** DND PPE 834

Personnel Selection Officer Training Files
Description: This bank contains information pertaining to Personnel Selection Officers in the Canadian Forces. Specifically, it contains biographical data, course reports, on-job-training reports, academic qualifications, post-graduate course reports, professional development course reports, in– and out-service specialty training reports, records of special employment or experience, letters of appreciation and posting and promotion messages. Records are accessible by name, rank and service number. ***Class of Individuals:*** Personnel Selection Officers of the Regular and Reserve Forces. ***Purpose:*** The purpose of this bank is to select individuals for appropriate training and professional development as well as selecting qualified individuals to be employed as instructors or supervisors. ***Retention and Disposal Standards:*** Information is retained until the individual reaches compulsory retirement age or the rank of Lieutenant-Colonel, at which time the records are destroyed. ***PAC Number:*** 69-014 ***Related to PR#:*** DND CSA 520 ***TBS Registration:*** 003268 ***Bank Number:*** DND PPE 877

Provision of Legal Aid to Members of the Canadian Forces
Description: The file normally contains an outline of the legal problem involved and the advice given or action taken with respect to the problem. For the most part, the records in this file are limited to cases where an interview has been conducted with the member seeking legal advice. Records are accessible by providing full name, service number and location of the interview. ***Class of Individuals:*** Members of the Canadian Forces and U.S. military personnel serving in Canada. ***Purpose:*** The purpose of this bank is to document the provision of personal legal advice by legal officers of the Canadian Forces to members of the Canadian Forces and U.S. military personnel serving in Canada. ***Retention and Disposal Standards:*** The files are destroyed after two years. ***PAC Number:*** 69-014 ***Related to PR#:*** DND JAG 015 ***TBS Registration:*** 000221 ***Bank Number:*** DND PPE 857

Requests from and Disclosures to Investigative Bodies
Description: The bank maintains a record of all requests submitted by investigative bodies as listed in Schedule II of the Privacy Regulations, to the Department of National Defence, under section 8(2)(e) of the Privacy Act. Also contained in this bank are the replies to such requests and information related to their processing. Records are available by providing full name and rank, classification or Military Occupation Code, if applicable. ***Class of Individuals:*** Members of the Canadian Forces and civilian employees of National Defence. ***Purpose:*** The purpose of this bank is to maintain a record that provides the statistics required to report on the number of requests received annually under section 8(2)(e) of the Privacy Act to the Privacy Commissioner. ***Retention and Disposal Standards:*** Information is destroyed two years after date of last correspondence. ***PAC Number:*** 69-014 ***Related to PR#:*** DND PCA 610 ***TBS Registration:*** 000218 ***Bank Number:*** DND PPE 854

Reserve Force Civilian Occupations
Description: This bank holds information contained on completed questionnaires. It includes the following information: service number, name, education, union/professional association membership, language proficiency, as well as non-personal information relating to a Reservist's civilian employer, such as name, nature of employer's business, whether employer provides supplies or services to DND or NATO countries, and number of employees. Records are accessible by providing service number, rank, name. Reserve component and unit. ***Class of Individuals:*** Members of the Reserve Force who are in civilian occupations which may be critical to the war effort. ***Purpose:*** The purpose of this bank is to identify Reservists who are employed in civilian occupations or industries essential to a war effort

and who may not, therefore, be available for active military service upon declaration of a national emergency. This information will assist in developing a formal set of guidelines on employment in the Reserves during both peace and war for individuals in certain civilian occupational categories. ***Consistent Uses:*** Where a Reservist is designated for a key military position but is also employed in a key civilian position, a resolution between DND and the employer may be sought with Employment and Immigration Canada acting as arbiter. ***Retention and Disposal Standards:*** Records are destroyed two years after the last administrative act. ***TBS Registration:*** 002105 ***Bank Number:*** DND PPE 865

Sea, Army and Air Cadet Personnel Files
Description: This bank contains form CF 1158 – Application for Membership in the Canadian Cadet Organizations, form CF 910 – Canadian Forces Statement of Medical Fitness Cadet Applicant, form CF 1364 – Sea/Army/Air Cadet Course Report and records of appointment, promotion, pay, training programs qualification courses and cadets activities (employment, courses, exchanges). Records are accessible by providing full name, date of birth, service number, Corps or Squadron number, title and location. ***Class of Individuals:*** Members of the Sea, Army and Air Cadets ***Purpose:*** The purpose of this bank is to maintain information on members of the Sea, Army and Air Cadets of the Canadian Cadet Organization as defined in QR (Cadets), from enrolment through to release. The personnel file is used for career management of members. ***Consistent Uses:*** Social insurance number is required for pay and income tax reporting purposes by the Department of National Revenue (Taxation), pursuant to the Income Tax Act. ***Retention and Disposal Standards:*** Records are retained by Corps or Squadron for five years from date of release, and are then destroyed. ***PAC Number:*** 69-014 ***Related to PR#:*** DND RCS 340 ***TBS Registration:*** 000207 ***Bank Number:*** DND PPE 839

Selection Boards for the In-Service Commissioning Plans
Description: This bank contains the selection boards for the following officer production plans: University Training Plan Non-Commissioned Members (UTPNCM); Special Commissioning Plan (SCP); Commissioning From the Ranks Plan (CFRP); Limited Duty Officer (LDO) for 1981, 1982, 1983 only; Officer Candidate Training Plan Military (OCTPM); and the Special Requirements Commissioning Plan, (SRCP) starting in 1986. Each contains copies of the Board's proceedings, findings and notifications to candidates. Records are accessible by providing full name, service number, rank, Military Occupation Code (at the time), plus the specific plan and year of application, nomination or selection. ***Class of Individuals:*** Non-Commissioned Members of the Canadian Forces who have applied for UTPNCM, SCP or OCTPM; or who have been nominated for LDO, CFRP or selected for SRCP. ***Purpose:*** The purpose of this bank is to record the results of the boards convened to select Non-Commissioned Members to be commissioned under the listed plans. ***Retention and Disposal Standards:*** The candidate's selection/non-selection documentation is destroyed after two years as copies are retained in DND PPE 837. Board reports are retained for 20 years for statistical purposes, and then destroyed. ***PAC Number:*** 69-014 ***Related to PR#:*** DND CSA 520 ***TBS Registration:*** 002272 ***Bank Number:*** DND PPE 847

Service Prison and Detention Barrack Records
Description: This bank contains records respecting persons who have been incarcerated in military service prisons and detention barracks. The records are completed and used by custodial staffs for administrative and control purposes during the incarceration of a person serving a sentence. Included among these records are those entries which concern admission, discipline, maintenance of personal property, sentence remission and discharge. Records are accessible by providing service number, name, detention identification number, place and dates of incarceration. ***Class of Individuals:*** Individuals who are or have been incarcerated in military service prisons and detention barracks. ***Purpose:*** The purpose of this bank is to control the administrative and legal documents respecting an individual's incarceration, record any disciplinary measures taken, ensure adherence to policies and procedures respecting the administration of an inmate's incarceration, plus assist in the calculation of, and the decision-making process respecting, the number of days remission earned by an inmate. ***Retention and Disposal Standards:*** Documents in this information bank are destroyed two years following their last administrative use. ***PAC Number:*** 69-014 ***TBS Registration:*** 001765 ***Bank Number:*** DND PPE 863

Social Work Services
Description: This bank records professional social work information on clients seen by social work officers. Any military person, including members of his/her family receiving social work assistance, is identified in the bank which is accessible by providing member's full name, service number, rank, Military Occupation Code, place and date of interview(s), and interviewer (if possible). ***Class of Individuals:*** Members of the Canadian Forces and members of their immediate families. ***Purpose:*** Information in the bank is used to assist the social work officer in professional treatment and case management. ***Consistent Uses:*** Within the parameters of Canadian Forces Medical Order 8-02, information concerning members of the Canadian Forces and dependants covered under the Code of Service Discipline may be disclosed to the Commanding Officer, to a Board of Inquiry or Summary Investigation conducting an investigation into an accident or occurrence resulting in injury or death to an individual, to Military Police and specified Investigative Bodies for the purpose of carrying out a lawful investigation, to Provincial and Municipal Authorities according to existing statutes, and as required for use in judicial proceedings. ***Retention and Disposal Standards:*** Files are destroyed five calendar

years after the case is closed. ***PAC Number:*** 69-014 ***Related to PR#:*** DND PSB 405 ***TBS Registration:*** 000181 ***Bank Number:*** DND PPE 812

Squadron Personal File – Officer Cadets
Description: The Squadron Personal File contains reports of academic and military training; achievements; awards; counselling sessions; notes from academic advisors; administrative and disciplinary decisions. Royal Military College, College militaire royal and Royal Roads Military College files are accessible by providing the full name, service number and/or college number and the year(s) in attendance at the Canadian Military College. Files are accessible upon proper identification while the student is in attendance. ***Class of Individuals:*** Officer cadets attending a Canadian Military College. ***Purpose:*** The purpose of this bank is to maintain a record of military and academic progress/achievement for officer cadets attending a Canadian Military College. Files are used on a daily basis by Squadron Commanders and cover approximately 1500 members on a continuous basis. ***Retention and Disposal Standards:*** After graduation, records are maintained as follows: CMR, destroyed after four years; RRMC, destroyed after two years and RMC, retained indefinitely for historical purposes. ***PAC Number:*** 69-014 ***Related to PR#:*** DND RET 370 ***TBS Registration:*** 000213 ***Bank Number:*** DND PPE 845

Suggestion Award Program
Description: This bank contains rules and regulations governing the Suggestion Award Program, documents on the administration of suggestions, minutes of meetings, personal information from individuals and statistical data. Records are accessible by providing full name and originating Command or Base Suggestion Award Committee, file number or subject of suggestion, and date of suggestion and/or award. ***Class of Individuals:*** Military personnel and civilian employees of National Defence. ***Purpose:*** The purpose and use of this bank is to administer the Department of National Defence Suggestion Award Program. ***Consistent Uses:*** Social insurance number and mailing address are required for award cheque requisitioning through the Department of Supply and Services, and for income tax purposes by the Department of National Revenue (Taxation), pursuant to the Income Tax Act. ***Retention and Disposal Standards:*** Accepted suggestions which result in awards under $1,000 are destroyed after three calendar years and suggestions which result in awards of over $1,000 are destroyed after five calendar years. Rejected suggestions are destroyed after three calendar years. ***PAC Number:*** 69-014 ***Related to PR#:*** DND ESD 045 ***TBS Registration:*** 000194 ***Bank Number:*** DND PPE 825

Unit Military Personnel Bank
Description: This bank contains enrolment documents, birth certificates, marriage certificates, separation agreements, divorce orders (nisi and absolute), course reports, conduct sheets, general employment information, Statements of Ordinary Residence, Physical Fitness Evaluation Envelopes, Unit Employment Records (UER) and may contain Personnel Evaluation Reports on Reservists, and documentation concerning compulsory payments. Records which have not been superseded and which have been relevant to personnel management are retained for the duration of the member's career. Other records are purged. Records are accessible by providing full name, service number, rank, Military Occupation Code and Unit. ***Class of Individuals:*** Serving members of the Canadian Forces (Regular and Reserve). ***Purpose:*** The purpose of this bank is to maintain a travelling copy of personnel records for all personnel on strength from enrolment to release. Information for this bank is used to compile nominal rolls of personnel on strength at Units. ***Consistent Uses:*** Pursuant to the Canada Elections Act, lists of Canadian Forces electors and their dependant electors (including their social insurance numbers) are compiled from the Statement of Ordinary Residence form. The Act requires that the lists be sent to the Chief Electoral Officer following the issue of the writs ordering a general election. Nominal rolls are produced from information held in this Bank at each Unit. ***Retention and Disposal Standards:*** One year after a member's release from the Canadian Forces records are transferred to the Personnel Records Centre (PRC), National Archives of Canada. Reserve Force records are transferred to PRC three years after release. Records are placed in data bank PAC PCE 716. ***PAC Number:*** 69-014 ***Related to PR#:*** DND CSA 520 ***TBS Registration:*** 000204 ***Bank Number:*** DND PPE 836

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

National Energy Board
Chapter 63

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Conflict of Interest and Post-Employment Code
Discipline
Employee Assistance
Employee Personnel Record
Employment Equity Program
Grievances
Identification and Building-Pass Cards
Incentive Awards
Occupational Safety and Health
Official Languages
Parking
Pay and Benefits
Performance Reviews and Employee Appraisals
Security Clearances
Staffing
Training and Development
Travel and Relocation

National Farm Products Council
Chapter 64

Note: Information on the employees of the National Farm Products Council is also held by Agriculture and Agri-Food Canada.

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Conflict of Interest and Post-Employment Code
Discipline
Harassment
Identification and Building-Pass Cards
Incentive Awards
Occupational Safety and Health
Official Languages
Parking
Pay and Benefits
Performance Reviews and Employee Appraisals

National Film Board
Chapter 65

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Employee Personnel Record
Grievances
Occupational Safety and Health
Security Clearances
Travel and Relocation

National Gallery of Canada
Chapter 66

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Conflict of Interest and Post-Employment Code
Discipline
Employee Personnel Record
Employment Equity Program
Grievances
Harassment
Identification and Building-Pass Cards
Incentive Awards
Occupational Safety and Health
Official Languages
Parking
Pay and Benefits
Performance Reviews and Employee Appraisals
Security Clearances
Staffing
Training and Development
Travel and Relocation

National Library of Canada
Chapter 67

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

The National Library's employee information banks are the same as those for National Archives of Canada (Chapter 59).

National Museum of Science and Technology
Chapter 68

Particular Banks

Reliability Checks
Description: This bank contains information gathered by government institutions in conducting reliability checks on individuals working or applying for work with the institution by way of appointment, assignment of contract in accordance with the Security Policy of the Government of Canada. The bank includes verification data of educational and professional qualifications, employment criminal records and, where required, credit data, as well as other personal information. ***Class of Individuals:*** Individuals working or applying for work with the Federal government by way of appointment, assignment or contract. ***Purpose:*** To confirm identity and determine whether individuals can be trusted to carry out their tasks reliably and honestly. ***Consistent Uses:*** To support decisions on transfers, promotions, discipline and termination of employment. ***Retention and Disposal Standards:*** The information in this bank is destroyed two years after an employee leaves the institution for which the check was done. ***PAC Number:*** 86-001 ***TBS Registration:*** 002862 ***Bank Number:*** STM PPE 801

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Conflict of Interest and Post-Employment Code
Discipline
Employee Personnel Record

Employment Equity Program
Grievances
Harassment
Identification and Building-Pass Cards
Incentive Awards
Occupational Safety and Health
Official Languages
Pay and Benefits
Performance Reviews and Employee Appraisals
Security Clearances
Staffing
Training and Development
Travel and Relocation
Vehicle, Ship, Boat and Aircraft Accidents

National Parole Board
Chapter 69

Particular Banks

Employee reliability checks
Description: This bank contains information gathered by the National Parole Board in conducting reliability checks on individuals working or applying for work with the National Parole Board by way of appointment, assignment or contract in accordance with the security policy of the federal government. The bank includes verification data of educational and professional qualifications, employment, credit, criminal record and other personal information. The information is used to confirm the identity and determine the reliability of these individuals. ***Class of Individuals:*** Individuals working or applying for work with the National Parole Board by way of appointment, assignment or contract. ***Purpose:*** The purpose of this bank is to confirm an individual's identity and to determine whether that individual can be trusted to carry out tasks honestly and reliably. ***Consistent Uses:*** The information is used to support decisions on transfers, promotions, discipline and termination of employment. ***Retention and Disposal Standards:*** The information in this bank is destroyed two years after it was last used for an administrative purpose. ***PAC Number:*** 86-001 ***Related to PR#:*** NPB NPB 005 ***TBS Registration:*** 002100 ***Bank Number:*** NPB PPE 801

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Conflict of Interest and Post-Employment Code
Discipline
Employee Personnel Record
Employment Equity Program
Grievances
Harassment
Identification and Building-Pass Cards
Official Languages
Parking
Pay and Benefits
Performance Reviews and Employee Appraisals
Security Clearances
Staffing
Training and Development
Travel and Relocation

National Research Council Canada
Chapter 70

Particular Banks

Conflict of Interest
Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties. ***Class of Individuals:*** Employees of the institution ***Purpose:*** The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest. ***Consistent Uses:*** To support decisions on transfers, discipline and termination of employment. ***Retention and Disposal Standards:*** Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, the

records are destroyed. ***PAC Number:*** 85-001 ***TBS Registration:*** 000959 ***Bank Number:*** NRC PPE 801

Employment Equity Program
Description: The bank contains personal information on employees such as education, work history, career aspirations, and training and development, which is collected by interviews or compiled from employees' files or automated data systems. Respondents are asked to complete a Voluntary Self-Identification form and identify themselves as male or female, Aboriginal Persons, Persons with Disabilities or members of a Visible Minority. An employee number may be used to identify employees when these identifiers are required to locate employee records. ***Class of Individuals:*** Employees of the National Research Council. ***Purpose:*** This bank provides documentation for the implementation of the employment equity program. Data is collected to provide a comprehensive picture of employees by designated group status (e.g., women, Aboriginal Peoples, Persons with Disabilities, and members of Visible Minority Groups). This information is used to compare the relative situation of designated group members with non-designated group members within the Council and with their counterparts in the general labour market. ***Consistent Uses:*** The information gathered will be used for reporting and administrative purposes in the delivery of NRC's Employment Equity program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that designated groups participate in and are equitably represented in the National Research Council. It may also be used for policy and planning purposes related to employment equity. ***Retention and Disposal Standards:*** The disposal criteria for this bank are to be established. ***PAC Number:*** 85-001 ***TBS Registration:*** 002202 ***Bank Number:*** NRC PPE 802

Performance Reviews and Employee Appraisals
Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities,accomplishments and interests. ***Class of Individuals:*** Employees of the National Research Council. ***Purpose:*** The purpose of this bank is to maintain information regarding the level of performance of individual employees within the National Research Council, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and termination during the Initial Term Appointment period. ***Consistent Uses:*** The information is also used to support decisions regarding promotions, transfers, demotions, employee assistance, discipline and termination of employment. ***Retention and Disposal Standards:*** Records are retained for five years, after which they are destroyed. ***PAC Number:*** 85-001 ***TBS Registration:*** 002201 ***Bank Number:*** NRC PPE 803

Scientific Integrity – Investigations
Description: This bank contains information on investigations of alleged scientific misconduct by NRC employees; interview notes, testimony by witnesses; legal opinions, investigation notes of possible misconduct and analysis reports of these investigations; correspondence; reference documents; minutes of the meetings of the investigation committee. ***Class of Individuals:*** Employees of the National Research Council. ***Purpose:*** The purpose of this bank is to maintain information used in determining the need for and the nature of disciplinary action in the event of scientific misconduct. These records are also kept for purposes of appeal or other proceedings. ***Consistent Uses:*** To support decisions on disciplinary actions which may arise as a result of an investigation. ***Retention and Disposal Standards:*** Records are retained by the National Research Council for the duration of employment plus two years, after which the records are destroyed. ***PAC Number:*** 86-001 ***TBS Registration:*** 003699 ***Bank Number:*** NRC PPE 805

Staffing
Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory printouts; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results; eligibility lists; offers of employment; notices to candidates; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex and education levels. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.) ***Class of Individuals:*** Employees of the National Research Council. ***Purpose:*** The bank provides a record of the information used in staffing positions within the National Research Council. ***Consistent Uses:*** This bank may also be used in the selection of candidates for the Council's Secondment Program. ***Retention and Disposal Standards:*** Records are retained for two years after any administrative action, after which they are destroyed. ***PAC Number:*** 86-001 ***Related to PR#:*** NRC PAS 745 ***TBS Registration:*** 002438 ***Bank Number:*** NRC PPE 804

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Discipline

Employee Assistance

Employee Personnel Record

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking
Pay and Benefits
Reliability Checks
Security Clearances
Training and Development
Travel and Relocation
Vehicle, Ship, Boat and Aircraft Accidents

National Transportation Agency of Canada
Chapter 71

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Conflict of Interest and Post-Employment Code
Discipline
Employee Assistance
Employee Personnel Record
Employment Equity Program
Grievances
Harassment
Identification and Building-Pass Cards
Incentive Awards
Occupational Safety and Health
Official Languages
Parking
Pay and Benefits
Performance Reviews and Employee Appraisals
Reliability Checks
Security Clearances
Staffing
Training and Development
Travel and Relocation
Vehicle, Ship, Boat and Aircraft Accidents
Workplace Day Care

Natural Resources Canada
Chapter 72

Particular Banks

Assignments Program
Description: This bank contains personal information on applicants to the Program, on types of assignments offered, and on performance of assignees. ***Class of Individuals:*** The information relates to current and former Public Service employees who have registered in the Program. ***Purpose:*** The purpose of this bank is to collect and maintain records on employees who have applied to the Program and match the requests from managers to fill positions through the Program. ***Consistent Uses:*** The records are used to match requests from employees for an assignment with requests from managers to fill vacancies. ***Retention and Disposal Standards:*** Records are retained for the duration of employment plus one year, and then transferred to the control of National Archives. The information is destroyed when the individual reaches the age of 70, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. Records of individuals, if judged by the National Archivist of Canada to be of historical interest or archival value, are retained permanently by the National Archives of Canada. ***Contact:*** Chief, Career Consultation Services, CSS-HRB. ***Related to PR#:*** NRCan CSS 790 ***TBS Registration:*** 003309 ***Bank Number:*** NRCan PPE 811

CANMET Management Information System
Description: Name, Personal Record Identifier, office location, telephone number, names of branches where previously employed within the Sector, conferences and foreign travel undertaken, assets in the custody of employees. ***Class of Individuals:*** Employees of the Mineral and Energy Technology Sector. ***Purpose:*** To track foreign and domestic travel undertaken by employees of the Sector. To record assets such as computers and equipment in the custody of employees. ***Consistent Uses:*** To provide Sector management with reports on conference and travel undertaken by Sector employees and to readily identify location of Sector assets. The employees' PRI will not be displayed. Access to the database will be restricted by the use of

passwords. ***Retention and Disposal Standards:*** Two years following the last administrative use. ***Contact:*** Director, Informatics, Policy, Planning and Services Branch, METS. ***Related to PR#:*** NRCan DEX 007 ***TBS Registration:*** 003370 ***Bank Number:*** NRCan PPE 807

Crown-owned Living Accommodation
Description: Information relating to employees who occupy Crown-owned housing in remote northern areas including names, occupations, family status, number of children and employee classification and salary. Also contains the amount of rental and the dates of occupancy. ***Class of Individuals:*** Departmental employees. ***Purpose:*** The data are used to administer accommodation requirements and the collection of rental deductions. ***Consistent Uses:*** Linked to Department of Public Works PWC PPU 020. ***Retention and Disposal Standards:*** Individual files are retained for two years after the occupants vacate the premises. ***Contact:*** Manager, Departmental Services, CSS-AMAS. ***PAC Number:*** 86-001 ***Related to PR#:*** NRCan CSS 730 ***TBS Registration:*** 000408 ***Bank Number:*** NRCan PPE 802

Departmental Computer-Assisted Facilities Management System.
Description: Information relating to the space occupied by employee including name, PRI, status, responsibility center, level, job title, building, room number, telephone number. ***Class of Individuals:*** Departmental employees. ***Purpose:*** The data are used to manage accommodation and forecast space usage by category of employee. ***Consistent Uses:*** All employee data will be derived by upload from the departmental telephone directory or the departmental financial system. ***Retention and Disposal Standards:*** The retention and disposal periods are to be approved by the National Archives of Canada. ***Contact:*** Director, Strategic Planning, Policies and Systems, CSS-AMAS. ***Related to PR#:*** NRCan CSS 790 ***TBS Registration:*** 003332 ***Bank Number:*** NRCan PPE 813

Departmental Credit Card Holder Master File
Description: This electronic data base stores information in the Departmental Card Master File relating to employees of the Department who are custodians of commercial credit cards, e.g. Mastercard, American Express, etc. The information for departmental employees is gathered by the Credit Card Account Number, Card Holder's Name and the Personal Record Identifier (PRI). The credit card account holder records the purchases they make for the Department in the Government Financial System (GFS). The credit card account number cannot be used to enter purchases because this could allow unauthorized use of the card or accounts. The card holder's name cannot be used by itself due to the possibility of duplicate names which would result in charges to the wrong account number. Therefore, the system uses the PRI number, in conjunction with the name of the employee, to verify & ensure that the correct financial account number is accessed and charged. The PRI number is not displayed or printed or distributed for any other use. ***Class of Individuals:*** Employees of the Department. ***Purpose:*** To ensure that the correct credit card account number is charged for purchases made by employees on behalf of the Department. ***Consistent Uses:*** In the event of fraud, some information might be requested and released to investigating authorities. ***Retention and Disposal Standards:*** The records are retained for a period of 6 fiscal years and will then be purged by the system. ***Contact:*** Director, Financial Systems and Training, CSS – FST ***TBS Registration:*** TBS 003657 ***Bank Number:*** NRCan PPE 817

Departmental Employee Master Data Base
Description: This electronic master data base contains names of employees of the Department, Personal Records Identifiers (PRI), titles, both work and home addresses and telephone numbers. Data input is performed by employees of Compensation and Benefits, Human Resources Services Branch, using existing sources such as information completed by employees in the normal course of staffing actions. ***Class of Individuals:*** Employees of the Department. ***Purpose:*** The master data base consists of tombstone data used for a variety of administrative purposes. This data system is used primarily by the Human Resource Services Branch for Struck Off Strength (SOS) and Taken On Strength (TOS) actions, and to verify addresses for T4 Income Tax form mailings. The PRI number contained in the data base is not displayed or printed or distributed for use by anyone except authorized employees of the Human Resources Branch. ***Consistent Uses:*** The system is also used to respond to enquiries from the public about employees' place of work, their work telephone number or length of employment with the Department. It is used by Telecommunications to maintain the Natural Resources Canada Directory of People and Services, and by the Records Office to order former employee files from National Archives when they are taken on strength again. Access to the system is strictly controlled and password protected through a "User Log On" validation process. Access is only given to those persons with a "need to know". ***Retention and Disposal Standards:*** The data is maintained and updated when required on an ongoing basis. A backup of the data is made periodically in the event of system failure. This system will eventually be replaced by the "People Soft / Human Resource Management System" , in about one year. ***Contact:*** Chief, Human Resource Information Management System, CSS-HRB ***Related to PR#:*** NRCan CSS 765 ***TBS Registration:*** 003647 ***Bank Number:*** NRCan PPE 815

Directory of People and Services.
Description: This bank consists of information about the organization and employees of the Department. It includes the employee's name, Personal Record Identifier, office location, telephone number, organization and the services provided by the employee. ***Class of Individuals:*** Departmental employees. ***Purpose:*** The data is used to produce the hard-copy Directory of People and Services and will provide on-line lookup. The Personal Record Identifier (PRI) will not be displayed in the on-line lookup facility for the Directory or in the

printed Directory. This databank is also intended to be a central repository of identical tombstone data required by other internal administrative systems. ***Consistent Uses:*** Identical tombstone information required by other administrative systems (such as Parking) will reside in this personal information bank in order to eliminate duplicate entries. Access to the different administrative banks will be restricted by the use of passwords and other security measures. ***Retention and Disposal Standards:*** Two years following the last administrative use. ***Contact:*** Chief, Telecommunications Services, CSS-IMB. ***Related to PR#:*** NRCan CSS 770 ***TBS Registration:*** 003344 ***Bank Number:*** NRCan PPE 806

Employee Medical Referrals
Description: This bank contains notice of mandatory referral, correspondence relating to medical problems, medical assessment regarding employee's capability to work or limitations. ***Class of Individuals:*** The information relates to current and former departmental employees for whom a medical assessment was required. ***Purpose:*** The purpose of this bank is to collect and maintain information relating to the assessment of employee's capability to work. ***Consistent Uses:*** The records are used to assess employee's capability to perform duties; to authorize leave and benefits; to monitor the health of employees who are subject to certain occupational risks. ***Retention and Disposal Standards:*** Records are retained for a period of two years after the last administrative use. ***Contact:*** Chief, Staff Relations and Compensation Division, CSS-HRB. ***Related to PR#:*** NRCan CSS 765 ***TBS Registration:*** 003308 ***Bank Number:*** NRCan PPE 810

Garnishment of Salaries and Other Remuneration
Description: This bank contains information relating to garnishment of salaries and other remuneration in accordance with the Garnishment, Attachment and Pension Diversion Act. Documentation includes notice of intention to garnishee, garnishee summons, and other related correspondence. ***Class of Individuals:*** Departmental employees and contractors engaged by the Department as individuals, under contracts for services only, against whom garnishment proceedings have been taken. ***Purpose:*** The purpose of this bank is to provide documentation to enable execution of orders of garnishment for the administration of pay and benefits within the Department. ***Consistent Uses:*** Garnishment procedures require the disclosure of information to the registrar of the provincial court and the sheriff of the county where the proceedings commenced, as well as to the Department of Justice in its capacity as designated agent of the Crown. Within the Department of Natural Resources Canada, a complete file is held by the Compensation and Benefits Advisor while a copy of all necessary financial information is held by the Financial Services Office. ***Retention and Disposal Standards:*** Files are destroyed six fiscal years after the final garnishment payment or after all administrative action is complete. ***Related to PR#:*** NRCan CSS 765 ***TBS Registration:*** 002313 ***Bank Number:*** NRCan PPE 803

Passports and Visas
Description: This bank is maintained by the Passport Office, Departmental Services and is used to administer departmental requests for passports and visas. The bank contains the passport application form, date of birth, sex, marital status and other personal information including special passport numbers, visa numbers, history of official trips taken, etc. Files containing copies are held by the originating organizations in the Department. ***Class of Individuals:*** Departmental employees, exempt staff and some consultants working for the Department who require special or diplomatic passports and visas. ***Purpose:*** The information is used to process requests for passports and visas for employees, exempt staff, delegations travelling to foreign countries and for some consultants travelling abroad on behalf of the Department. ***Consistent Uses:*** Information may be disclosed to the Department of Foreign Affairs and International Trade and to embassies for the organization of delegations to foreign countries. ***Retention and Disposal Standards:*** Records are retained for five years until the passport has expired and are then destroyed. ***Contact:*** Chief – Accounting, Policy and Systems Directorate – CSS/FMB ***TBS Registration:*** 003670 ***Bank Number:*** NRCan PPE 816

Salary Forecast Module
Description: This bank contains salaries and person-year information by individual. It also includes period of work, position number, group level and employee status. The Personal Identifier Number (PRI) is used for administrative purposes. ***Class of Individuals:*** The information relates to employees of the Department. ***Purpose:*** The purpose of this bank is to forecast salary requirements for the Department and to record person-year utilization. Both are used for internal management information. There is no administrative use of this bank in the context of the Privacy Act. ***Consistent Uses:*** The records are used to supplement planning and budgeting exercise. No data is disclosed to outside sources. ***Retention and Disposal Standards:*** Records are retained for a period of six years. ***Related to PR#:*** NRCan CSS 720 ***TBS Registration:*** 003119 ***Bank Number:*** NRCan PPE 805

Workforce Adjustment
Description: This bank contains personal information on employees who are entitled to a staffing priority and results of referrals made to managers and/or staffing advisors. ***Class of Individuals:*** Current and former departmental employees who have been entitled to a staffing priority. ***Purpose:*** The purpose of this bank is to provide documentation to personnel advisors and managers in order to facilitate the placement of those employees entitled to a staffing priority. ***Consistent Uses:*** The records are used to facilitate the placement of employees. ***Retention and Disposal Standards:*** Records are retained for two years after the employee has been placed. ***Contact:*** Chief, Workforce Adjustment, CSS-HRB. ***Related to PR#:*** NRCan CSS 765 ***TBS Registration:*** 003310 ***Bank Number:*** NRCan PPE 812

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Conflict of Interest and Post-Employment Code
Discipline
Employee Personnel Record
Employment Equity Program
Grievances
Harassment
Identification and Building-Pass Cards
Incentive Awards
Occupational Safety and Health
Official Languages
Parking
Performance Reviews and Employee Appraisals
Reliability Checks
Security Clearances
Staffing
Training and Development
Travel and Relocation
Vehicle, Ship, Boat and Aircraft Accidents

Natural Sciences and Engineering Research Council of Canada

Chapter 73

Particular Banks

Conflict of Interest

Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties. ***Class of Individuals:*** Employees of the institution. ***Purpose:*** The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest. ***Consistent Uses:*** To support decisions on transfers, discipline and termination of employment. ***Retention and Disposal Standards:*** Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed. ***PAC Number:*** 85-001 ***TBS Registration:*** 001628 ***Bank Number:*** SER PPE 801

Employee Performance Appraisals

Description: This bank contains performance appraisals, reports, and correspondence concerning the work performance of individual NSERC employees in terms of skills, abilities, accomplishments and interests. ***Class of Individuals:*** All indeterminate and term employees of NSERC as well as some temporary assistants. ***Purpose:*** The purpose of this bank is to maintain information regarding the level of performance of individual employees with NSERC. The information is used to support decisions related to the retention, termination or extension of employees on probation as well as to determine and approve performance pay and salary increments. ***Consistent Uses:*** Performance appraisals are also used in human resources planning activities such as career and succession planning, and in internal staffing, transfer, promotion, demotion, employee assistance, discipline, and termination of employment. To these ends, the information in appraisals may be disclosed to committees comprised of management staff and to internal selection boards. Performance appraisal documents will also be used to assess the effectiveness of the performance appraisal system itself. To do this, some personal information will be disclosed to review committees of management staff for the purpose of assessing the equatability of the ratings across different directorates and branches within NSERC. ***Retention and Disposal Standards:*** Files are retained on file for five years, then destroyed. ***PAC Number:*** 86-001 ***TBS Registration:*** 002582 ***Bank Number:*** SER PPE 802

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Discipline
Employee Assistance
Employee Personnel Record
Grievances
Identification and Building-Pass Cards
Occupational Safety and Health
Official Languages
Parking
Pay and Benefits
Security Clearances
Staffing
Training and Development
Travel and Relocation
Vehicle, Ship, Boat and Aircraft Accidents

Northern Pipeline Agency Canada
Chapter 74

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Employee Personnel Record
Pay and Benefits
Travel and Relocation

Northwest Territories Water Board
Chapter 75

Please note: Information on the employees of the Northwest Territories Water Board is held by Indian and Northern Affairs Canada.

Office of the Auditor General of Canada
Chapter 76

Particular Banks

Conflict of Interest
Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties. ***Class of Individuals:*** Departmental employees. ***Purpose:*** The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest. ***Consistent Uses:*** To support decisions on transfers, discipline and termination of employment. ***Retention and Disposal Standards:*** Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed. ***PAC Number:*** 85-001 ***TBS Registration:*** 001605 ***Bank Number:*** OAG PPE 801

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Discipline
Employee Personnel Record
Grievances
Harassment
Identification and Building-Pass Cards
Occupational Safety and Health
Official Languages
Parking
Pay and Benefits
Performance Reviews and Employee Appraisals
Security Clearances
Staffing
Training and Development
Travel and Relocation
Vehicle, Ship, Boat and Aircraft Accidents

Office of the Chief Electoral Officer
Chapter 77

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Conflict of Interest and Post-Employment Code
Discipline
Employee Assistance
Employee Personnel Record
Employment Equity Program
Grievances
Harassment
Identification and Building-Pass Cards
Incentive Awards
Occupational Safety and Health
Official Languages
Parking
Pay and Benefits
Performance Reviews and Employee Appraisals
Reliability Checks
Security Clearances
Staffing
Training and Development
Travel and Relocation
Vehicle, Ship, Boat and Aircraft Accidents

Office of the Commissioner of Official Languages
Chapter 78

Particular Banks

Garnishment
Description: This bank contains documentation concerning garnishment proceedings for the Administration of Pay and Benefits within the Office. ***Class of Individuals:*** Employees of the Office against whom garnishment or diversion proceedings have been taken. ***Purpose:*** The information enables execution orders of garnishment in accordance with the Garnishment Attachment and Pension Diversion Act. ***Consistent Uses:*** The bank is also used to approve deductions from salary. ***Retention and Disposal Standards:*** Files are retained two years after debt is paid. If the employee moves to another department before the debt is paid, the file follows. If the employee moves to another department after the debt is paid, the file remains with OCOL and is destroyed after a two-year period. ***TBS Registration:*** 002849 ***Bank Number:*** COL PPE 803

Pay and Benefits
Description: This bank contains certificates for pay, allowances and deductions, which set pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. ***Class of Individuals:*** Employees of the institution. ***Purpose:*** The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circums tances. ***Consistent Uses:*** To enable audit an reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown. ***Retention and Disposal Standards:*** Records are destroyed two years after expiry of fiscal year, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments or to collect debts owed to the Crown in which case records are retained until the overpayment is settled or the debt collected. ***TBS Registration:*** 002850 ***Bank Number:*** COL PPE 804

Superannuation
Description: This bank contains Birth Certificates for employees, spouse and children; information of marital status; documents regarding date of becoming a contributor to the Superannuation Plan; Reciprocal Transfer Agreements; Elections; Pension Calculations; Salary History; and Designation of Beneficiary. ***Class of Individuals:*** Active and former employees who were contributors to the Superannuation. ***Purpose:*** To have access, in one location, to all pertinent data concerning pension. ***Consistent Uses:*** To assess eligibility to contribute, to calculate cost of prior service and to calculate benefits for both annuitants and survivors. ***Retention and Disposal Standards:*** Records are destroyed two years after all actions are completed. ***TBS Registration:*** 002848 ***Bank Number:*** COL PPE 802

Surplus Employee
Description: This bank contains personal information on employees who are declared surplus and are entitled to a surplus priority (legal priority accorded by the P.S.C.). Personal information includes: Education, Employment History , resume, copy of all forms and correspondence related to the situation, training and preferred location of employment. ***Class of Individuals:*** Employees declared surplus. ***Purpose:*** This bank provides documentation to Personnel Officers in order to facilitate the placement of employees entitled to staffing priority within the Public Service. ***Consistent Uses:*** To have an updated file on the employee and the actions taken to obtain a new position. ***Retention and Disposal Standards:*** Two years after the employee leaves. ***PAC Number:*** 86-001 ***TBS Registration:*** 002847 ***Bank Number:*** COL PPE 801

Training and Development
Description: This bank contains personal data including course applications; personal record identifier; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities sponsored by the government or by private organizations. Information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank. ***Class of Individuals:*** Employees of the institution. ***Purpose:*** The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions. ***Consistent Uses:*** To approve and register the participation of employees in training and development activities and to certify the achievements of employees. ***Retention and Disposal Standards:*** Records are destroyed five years after completion of the particular training and development undertaken by an employee. ***TBS Registration:*** 001265 ***Bank Number:*** COL PPE 805

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Conflict of Interest and Post-Employment Code
Discipline
Employee Personnel Record
Employment Equity Program
Grievances
Harassment
Identification and Building-Pass Cards
Incentive Awards
Occupational Safety and Health
Official Languages
Parking
Performance Reviews and Employee Appraisals
Reliability Checks
Security Clearances
Staffing
Travel and Relocation

Office of the Inspector General of the Canadian Security Intelligence Service

Chapter 79

Information on the employees of the Office of the Inspector General of the Canadian Security Intelligence Service is held by the Department of the Solicitor General Canada.

Office of the Superintendent of Financial Institutions Canada

Chapter 80

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Conflict of Interest and Post-Employment Code
Discipline
Employee Assistance

Employee Personnel Record
Grievances
Identification and Building-Pass Cards
Occupational Safety and Health
Official Languages
Parking
Pay and Benefits
Performance Reviews and Employee Appraisals
Security Clearances
Staffing
Training and Development
Travel and Relocation
Vehicle, Ship, Boat and Aircraft Accidents

Pacific Pilotage Authority Canada

Chapter 81

Particular Banks

Employee Personnel Record

This bank provides a summary record of an individual's employment with the Authority. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within the Authority are coordinated in the interests of both the individual and the employer. The Employee Personnel Record contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career resumes and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification, including levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above. This bank relates to employees of the Authority. Its purpose is to provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation. The information is used to authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare and Supply and Services Canada for pension purposes. Information in this bank is retained by the Authority for the duration of employment plus one year, and is then microfiched. Records of individuals are kept permanently by the Authority. ***Bank Number:*** PPA PPE 802

Register of Employee Pilots

This bank is alphabetically filed in the Pilots Establishment Book, consisting of an alphabetical list and documentation of physical characteristics, licences, and certificates, as well as the individual's accident or incident reports. Individuals have access to their own files in this bank by providing name and pilot's number. The information relates to pilots employed by the Authority. The information was obtained as required under the Pilotage Act. It is a general record on each individual employee pilot including name, age, medical record, physical characteristics, licences, certificates, qualifications and record of accidents and incidents. Records are retained for an indefinite period. ***Bank Number:*** PPA PPE 801

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Pay and Benefits

Patented Medicine Prices Review Board
Chapter 82

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Conflict of Interest and Post-Employment Code
Discipline
Employee Assistance
Employee Personnel Record
Employment Equity Program
Grievances
Harassment
Identification and Building-Pass Cards
Incentive Awards
Occupational Safety and Health
Official Languages
Parking
Pay and Benefits
Performance Reviews and Employee Appraisals
Reliability Checks
Security Clearances
Staffing
Training and Development
Travel and Relocation
Vehicle, Ship, Boat and Aircraft Accidents

Pension Appeals Board
Chapter 83

NOTE: Any pertinent information concerning PAB employee personal records should be directed to Staff Relations, Human Resources Services ISP, Human Resources Development, 20th Floor, Tower "B", Place Vanier, Vanier, Ontario K1A 0L1.

Privy Council Office
Chapter 84

Particular Banks

Security Clearances and Assessments Bank
Description: This bank contains the security clearance records of employees, candidates for employment and agency and contract personnel in the Prime Minister's Office, the Privy Council Office, various royal commissions and task forces, the Office of the President of the Queen's Privy Council for Canada, the office of the leaders of the Government in the House of Commons and the Senate, the Canadian Intergovernmental Conference Secretariat and the Security Intelligence Review Committee. The bank also contains security clearance records or security assessments for certain Order-in-Council appointees or candidates for appointment. Security clearance records include personal history forms, fingerprint forms and records of criminal convictions, records of security briefings, summaries of Canadian Security Intelligence Service (CSIS) field investigations and correspondence related to the security clearance process and other information pertaining to the issuance of identification cards. ***Purpose:*** The purpose of this bank is to record information pertinent to the determination of an employee's security clearance level, provide confirmation of security clearance information to other government departments, and to provide security assessments on certain Order-in-Council appointees or candidates for appointment. Records are destroyed 2 years after the term of employment except in cases where the clearance is still valid. In these cases, the files are destroyed upon expiry of the clearance. ***PAC Number:*** 86-001 ***TBS Registration:*** 002546 ***Bank Number:*** PCO PPE 801

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Conflict of Interest and Post-Employment Code
Discipline
Employee Assistance
Employee Personnel Record
Employment Equity Program
Grievances
Incentive Awards
Occupational Safety and Health
Official Languages
Parking
Pay and Benefits
Performance Reviews and Employee Appraisals
Staffing
Training and Development
Travel and Relocation
Vehicle, Ship, Boat and Aircraft Accidents

Public Service Commission of Canada

Chapter 85

Central Banks

Access Requests

Description: This bank may contain access request forms, the replies to such requests and information relating to the processing of the requests. ***Class of Individuals:*** Public servants who have made a formal access request under the Access to Information Act or the Privacy Act. ***Purpose:*** This bank exists in accordance with section 4 of the Access to Information Act and section 12 of the Privacy Act to process access requests made under the Acts. ***Consistent Uses:*** The bank is used to record and process access requests, to respond to complaints received under the Acts, and for statistical purposes. ***Retention and Disposal Standards:*** Records are retained for two (2) years after completion of the request, and then destroyed. ***PAC Number:*** 85-016 ***Related to PR#:*** PSC CMB 901 ***TBS Registration:*** 001684 ***Bank Number:*** PSC PCE 743

Appeal Hearings Files

Description: This bank may contain an appeal document, an advice of selection form, evidence adduced at the hearing, including performance review and appraisal forms when used in the selection process, an appeal board decision and an appeal file control record. It may also contain tape recordings of the proceedings. Persons completing a Personal Information Request Form are required to quote the Appeals Directorate file reference number given on the Appeal Board decision report submitted to the appellant. ***Class of Individuals:*** Public servants having filed an appeal or persons involved in the appeal. ***Purpose:*** This bank exists by reason of section 21 of the Public Service Employment Act and sections 45 and 48 of the Public Service Employment Regulations to record and provide information on appeals. ***Consistent Uses:*** The files are used to provide information gathered in the course of an appeal hearing so that a decision may be rendered by the Appeal Board chairperson. ***Retention and Disposal Standards:*** Decisions are microfilmed and retained for twenty (20) years from the date of the decision; files and tape recordings are kept for two years and destroyed. However, for files referred to the Federal Court of Canada under section 18 of the Federal Court Act the decisions are microfilmed and are retained for twenty (20) years whether the section 18 application is allowed or dismissed with or without reason. Computerized information is retained for five (5) years. ***PAC Number:*** 94-001 ***Related to PR#:*** PSC AIB 005 ***TBS Registration:*** 001445 ***Bank Number:*** PSC PCE 702

Applicant Inventory

Description: This bank may contain applications/curriculum vitae and screening information. The bank may also contain records of applicants for the Co-operative Education and Employment Equity Programs, (the Access Program for Disabled Persons, the Visible Minority Employment Program, the National Indigenous Development Program, the Northern Careers Program and Option – the Non-Traditional Occupations Program for Women). Individuals seeking access to this information are required to specify the city in which they presented an application for employment. ***Class of Individuals:*** Public servants who have applied for a position in the public service through the Applicant Inventory. ***Purpose:*** This bank exists in accordance with section 5(a)(ii) of the Public Service Employment Regulations to provide for the maintenance of an inventory of candidates who have applied for employment with the Public Service of Canada in the administrative support, the administrative and foreign services, and professional, scientific technical and operational categories excluding the EX group. ***Consistent Uses:*** This bank is used to identify applicants suitable for referral and appointment to positions in the public service. The information on under-represented groups is used for statistical purposes by the Public Service Commission, Treasury Board and the employing department. Relationship with other systems: Data from the CO-OP system is frequently matched with the Appointment Information Management System (AIMS) for statistical purposes and program evaluation to determine the number of students who become regular employees of the Public Service. The National Applicant Inventory System (NAIS) is also matched with AIMS to obtain statistical information on

appointments within the Public Service. Various exam results are extracted from the Test Storage and Results Analysis System (TS & RAS) for input into NAIS. Data is also extracted to obtain information on recruitment and referral for the Operational Performance Measurement System (OPMS). ***Retention and Disposal Standards:*** Records are maintained for two (2) years after being removed from the inventory, and then destroyed. Computerized information is retained for five (5) years. ***PAC Number:*** 94-001 ***Related to PR#:*** PSC SPB 030 ***TBS Registration:*** 001451 ***Bank Number:*** PSC PCE 708

Applicant Inventory Referral Files
Description: This bank may contain general personal data, referral forms, reference checks and referral results. ***Class of Individuals:*** Public servants referred by the PSC to departments and agencies, excluding employees in the EX group. ***Purpose:*** This bank exists to record referrals by the PSC to departments and agencies. ***Consistent Uses:*** The bank is used to provide information on employees referred by the PSC. The information on under-represented groups is used for statistical purposes by the Public Service Commission, Treasury Board and the employing department. Relationship with other systems: Applicant Inventory Referral Files (AIRF) data is input to the Operational Performance Measurement System (OPMS) for program evaluation purposes. ***Retention and Disposal Standards:*** Records are retained for two (2) years and then destroyed. Computerized information is retained for four (4) months. ***PAC Number:*** 94-001 ***Related to PR#:*** PSC SPB 030 ***TBS Registration:*** 001453 ***Bank Number:*** PSC PCE 710

Assessment Centre Files (EIEP)
Description: This bank may contain memoranda and letters; biographical information and assessment results. ***Class of Individuals:*** Federal public servants who have been assessed by the Assessment Centre (EIEP). ***Purpose:*** This bank exists in accordance with sections 10 and 16(1) of the Public Service Employment Act to record and provide information relating to the assessment of Career Assignment Program or departmental development program candidates. ***Consistent Uses:*** This bank is used to record and provide all information relating to the assessment of candidates for the Career Assignment Program or departmental developmental programs so that meritorious selections may be made. It is also used to provide assessment information to candidates requesting feedback and to gather normative and research data on candidates who have gone through the Assessment Centre. ***Retention and Disposal Standards:*** Hardcopy and computer records are retained for thirty (30) years after the assessment and then destroyed. ***PAC Number:*** 85-016 ***Related to PR#:*** PSC SPB 070 ***TBS Registration:*** 001469 ***Bank Number:*** PSC PCE 726

Business/Government Executive Exchange
Description: This bank may contain nomination and biographical information, performance reviews and employee appraisals, agreements, job descriptions, interview notes, curriculum vitae, and correspondence related to the assignment, selection, orientation, inventory and counselling of participants. ***Class of Individuals:*** Government executives who have been nominated for, are currently on, or have completed, an assignment in business or industry. ***Purpose:*** This bank exists to maintain an inventory of government executives who have been nominated for possible participation in the program and to keep historical records of all persons who have participated. ***Consistent Uses:*** The information is used to assess candidates and to refer them for possible assignment opportunities in business and industry. ***Retention and Disposal Standards:*** Records are retained for two (2) years after termination of an assignment, and then destroyed. Information on candidates who did not participate in the Program is retained for two (2) years, and then destroyed. ***PAC Number:*** 94-001 ***Related to PR#:*** PSC EPB 081 ***TBS Registration:*** 001909 ***Bank Number:*** PSC PCE 757

Career Assignment Program (CAP) and Special Development Program (SDP) Nominee Data
Description: This bank may contain basic personal information in one or more of three formats: nominee cards (discontinued in 1984), nominee files and selection board files. Information includes nomination forms, reasons for nomination, curriculum vitae, general career plans, appraisal information, selection review board summaries and results, language knowledge examination results, and general correspondence related to CAP nominations or SDP nominations. ***Class of Individuals:*** Public servants nominated for CAP or SDP. ***Purpose:*** This bank exists in accordance with sections 10 and 16(1) of the Public Service Employment Act to record and provide information relating to initial and final nominations to CAP and SDP and, in the case of final nominations, to record and present information for review and decision by selection board members regarding acceptance to the programs. ***Consistent Uses:*** This bank is used to record and provide information on CAP and SDP nominees to the initial (assessment centre) and final (selection board) selection phase for statistical, administrative, and counselling purposes. Selection board files are expanded nominee files providing information to board members for decisions regarding admission to the Program. ***Retention and Disposal Standards:*** Hardcopy records of employees who do not proceed beyond the selection phase are retained for three (3) years, and then destroyed. (Note: selection board files of accepted candidates are transferred to the participant files bank.) Selected information on all candidates is computerized and retained for statistical purposes for twenty (20) years. ***PAC Number:*** 94-001 ***Related to PR#:*** PSC EPB 080 ***TBS Registration:*** 001705 ***Bank Number:*** PSC PCE 751

Career Assignment Program (CAP) and Special Development Program (SDP) Participant Files
Description: This bank may contain basic personal information: nomination forms, reasons for nomination, curriculum vitae, career plan, appraisal information,

Selection Review Board summaries and results, language knowledge examination results, course participation data and correspondence related to CAP or SDP participation. ***Class of Individuals:*** Public servants who are currently enroled or have participated in CAP or SDP. ***Purpose:*** This bank exists in accordance with sections 10 and 16(1) of the Public Service Employment Act to maintain an historical record of all persons who have participated in the Career Assignment Program or the Special Development Program. ***Consistent Uses:*** This bank is used to provide statistical information on CAP and SDP participants for human resource planning, staffing and general personnel management purposes. Relationship with other systems: Information on past participants is updated monthly with the Management Resources Information System (MRIS) data and a CAP indicator on MRIS is updated from the CAP system. A semi-annual interface with the Treasury Board Incumbent/Mobility Systems is made to obtain the date joined the Public Service. ***Retention and Disposal Standards:*** Selected information is computerized and retained for statistical purposes for twenty (20) years. All records are retained in hard copy until five (5) years after termination of CAP or SDP participation. ***PAC Number:*** 94-001 ***Related to PR#:*** PSC EPB 070 ***TBS Registration:*** 001468 ***Bank Number:*** PSC PCE 725

Career Assignment Program (CAP) Assessment and Career Counselling Data (1968-73)
Description: This bank may contain biographical information; assessment results and summary of performance of each candidate who voluntarily undertook the CAP assessment and career counselling tests between 1968 and 1973. ***Class of Individuals:*** Federal public servants who were candidates for the Career Assignment Program (1968 to 1973). ***Purpose:*** This bank exists in accordance with section 16(1) of the Public Service Employment Act to record all information relating to the assessment and career counselling of candidates for the Career Assignment Program (1968 to 1973). ***Consistent Uses:*** This bank is used to provide assessment information to candidates requesting feedback and to gather normative and research information on the candidates in the Career Assignment Program. ***Retention and Disposal Standards:*** Records of employees assessed between 1968 and 1973 will be kept for thirty (30) years, and then destroyed. ***PAC Number:*** 85-016 ***Related to PR#:*** PSC SPB 070 ***TBS Registration:*** 001467 ***Bank Number:*** PSC PCE 724

Course Registration and Information System
Description: This bank may contain basic personal data and related course administrative data on public service employees. Persons completing a Personal Information Request Form are required to quote the pertinent Training Programs course numbers. ***Class of Individuals:*** Public servants who have taken or are enrolled in a professional or management course offered by the PSC Training Programs Branch. ***Purpose:*** This bank exists in accordance with section 5(b) of the Public Service Employment Act to establish and maintain records of all employees who have taken or are enrolled in a professional or management course offered by the PSC Training Programs Branch. ***Consistent Uses:*** This bank is used to provide information required to administer professional and management training courses operated by the PSC. ***Retention and Disposal Standards:*** Records are retained for five (5) years after completion of training and development activity, and then destroyed. The computerized records are retained ten (10) years after completion of training. ***PAC Number:*** 85-016 ***Related to PR#:*** PSC TPB 120 ***TBS Registration:*** 001478 ***Bank Number:*** PSC PCE 735

Deployment Recourse Files
Description: This bank contains a complaint document including basic personal data, evidence gathered during the investigation, an investigator's report and recommendations to the deputy head, the Commission's decision, if any, and a complaint statistics information sheet. ***Class of Individuals:*** Public servants who have filed complaints with the Deployment Recourse Office related to the application of section 34.4 of the Public Service Employment Act. ***Purpose:*** This bank exists in accordance with section 34.4 of the Public Service Employment Act to provide information to enable the investigator to assess facts and where warranted make a recommendation to deputy heads regarding corrective action with respect to an employee's deployment. ***Consistent Uses:*** This bank is also used to provide information for PSC reports to Parliament. ***Retention and Disposal Standards:*** Records are retained for five (5) years and then destroyed. ***PAC Number:*** To be approved. ***Related to PR#:*** PSC CMB 026 ***TBS Registration:*** 003270 ***Bank Number:*** PSC PCE 745

Diagnostic and Career Counselling Service Assessment Results
Description: This bank may contain biographical information and assessment material and results of clients of the Diagnostic and Career Counselling Service. ***Class of Individuals:*** Public Servants in the Executive Category and equivalent levels and EX minus 1 levels who have requested the services of the Diagnostic and Career Counselling Service. ***Purpose:*** This bank exists in accordance with section 10 and 16(1) of the Public Service Employment Act to record biographical information assessment results of clients of the Diagnostic and Career Counselling Service. The bank exists to provide members of the Executive Category and of the EX minus 1 levels with diagnostic information to enhance their self-understanding and to provide an opportunity to receive confidential counselling. ***Consistent Uses:*** This information is used to provide advice to the client and, at the client's request, assessment information on the client can be provided to those of the client's choosing. It can also be used for research in order to maintain the quality of service. ***Retention and Disposal Standards:*** Paper and computer records are retained for thirty (30) years after being declared inactive and then destroyed. ***PAC Number:*** To be approved. ***Related to PR#:*** PSC SPB 030 ***TBS Registration:*** 002912 ***Bank Number:*** PSC PCE 765

EDP Statistical Systems

Description: This bank regroups computer systems which are maintained by the Public Service Commission and which may contain basic personal information such as social insurance numbers, work history, employment status, language proficiency, or reasons for separation. Although there are no equivalent hardcopy files for these systems, in some cases one input document may exist. The bank includes the following EDP systems: Appointment Information Management System (AIMS), Separations, Workforce Adjustment Reporting System (WARS), Quarterly Statistical File (QSF) and Career-Oriented Summer Employment Program (COSEP). The information in these systems is obtained from the TBS Incumbent/Mobility Systems, the T.B. Official Languages Information System or appointment documents or statistics received from other departments. ***Class of Individuals:*** All individuals who have been appointed to positions in the public service or who have left the public service. ***Purpose:*** These systems were created to record information on appointments in the public service, separations, the distribution of public servants by department and by location, the five-year workforce downsizing program and the summer employment program. ***Consistent Uses:*** The information is used for the preparation of statistical reports, human resources planning and analysis, the monitoring of staffing activities, the production of the Public Service Commission's Annual Report, and for other reports to Treasury Board on the utilization of human resources and on the status of programs. Relationship with other systems: AIMS provides to the Management Resources Information System (MRIS) basic data and changes resulting from appointments. It is also merged with MRIS, the Population Annual Reporting File, the Separation File and the Treasury Board Official Languages Information System (OLIS) to produce the Quarterly Statistical File (QSF). It is also linked with the Staffing Officer Certification System to monitor the staffing certification of appointing officers and with the National Applicant Inventory and COSEP System to provide appointment Information. It is merged with OLIS to check position language requirements with that of the incumbent. Source data from the Separation File is used to update the MRIS and to create the QSF for statistical reporting. Data from the TBS Incumbent File and Priorities Administration System (PAS) are input into the WARS and used to track the progress of those affected by the downsizing exercise. The QSF interfaces with AIMS, OLIS, MRIS, Separation and the TBS Incumbent Mobility Systems for statistical reporting purposes. COSEP is matched with AIMS to determine the number of students who become regular employees of the Public Service. Information in QSF and AIMS is also merged with Treasury Board's Employment Equity Target Group Data Bank (TBS PCE 706) for statistical purposes. No disclosure of personal information is made by this linkage that could reasonably be expected to identify the individual to whom it relates. ***Retention and Disposal Standards:*** AIMS: The Report on Staffing Transaction is retained for three (3) years from the date it is received by the PSC. The computerized data is kept on line for two (2) years and transferred to a tape which is destroyed after twenty five (25) years. Separations: The computerized information is retained until it has been superseded, and then deleted. WARS: Records are retained for ten (10) years or until they are superseded or become obsolete. QSF: Information on individuals is retained for five (5) years after point of first capture, and then archived to tape. COSEP: Information on COSEP records is retained for five (5) years, and then transferred to tape. ***PAC Number:*** 85-016/94-001 ***Related to PR#:*** PSC SPB 030 ***TBS Registration:*** 002299 ***Bank Number:*** PSC PCE 761

Employee Position Abandonment Files

Description: This bank may contain a copy of the letter sent to the employee and notification by employing department to the Public Service Commission. ***Class of Individuals:*** Public servants who have abandoned their position. ***Purpose:*** This bank exists in accordance with section 27 of the Public Service Employment Act to record and provide information on abandonment of positions by employees. ***Consistent Uses:*** The bank is used to provide statistical information to Parliament on employees who have abandoned their position. ***Retention and Disposal Standards:*** Records are kept for two (2) years after receipt at the PSC and then destroyed. ***PAC Number:*** 85-016 ***Related to PR#:*** PSC SPB 030 ***TBS Registration:*** 001456 ***Bank Number:*** PSC PCE 713

Employment Equity Programs

Description: This bank may contain information concerning the on-the-job training assignments of Access Program participants, Visible Minority Employment Program participants, National Indigenous Development Program participants, Northern Careers program participants and Non-Traditional Occupations Program for Women participants (e.g. trainee identification, training status, letters of agreement, training plans, release of medical/psychiatric authorization forms, position descriptions, training evaluations, letters of offer, reports on staffing transactions as well as post-training employment details, including follow-up dates and results). The hardcopy files or official files are retained by the PSC regional offices. Copies of the files may also be retained in the records of participating departments. ***Class of Individuals:*** Individuals participating in the Access Program for Disabled Persons, the Visible Minority Employment Program, the National Indigenous Development Program, the Northern Careers Program and the Non-Traditional Occupations Program for Women. ***Purpose:*** The bank exists in accordance with Treasury Board authority 789462 to record information on participants in the Special Measures Program. ***Consistent Uses:*** The bank is used to monitor the progress of participants and to measure the effectiveness of each program, as well as for statistical and management information reports prepared for the Public Service Commission, Treasury Board Secretariat, federal government departments and employment equity committees. Relationship with other

systems: The appointment data is manually cross-checked with the Appointment Information Management System to ensure accuracy of the information. ***Retention and Disposal Standards:*** Records are retained for five (5) years after the participant has completed the assignment, after which they are destroyed. Machine readable records are retained for twenty five (25) years and then destroyed. ***PAC Number:*** 94-001 ***Related to PR#:*** PSC SPB 040 ***TBS Registration:*** 002297 ***Bank Number:*** PSC PCE 758

Executive Programs Competition Files
Description: This bank may contain security clearance rating, language examination results, memoranda to the Commission (Board Reports), letters of offer, letters of acceptance, letters to unsuccessful candidates, notice of Right to Appeal if applicable, notice regarding no appeals, copy of Record of Staffing Transaction, Official Languages Information forms, job descriptions, requests for Non-delegated Staffing, job profiles, statement of qualifications, application forms, individual candidate reports from the Assessment Centre for Executive Appointment, reference check results, record of persons considered for the position. Persons completing a Personal Information Request Form are requested to give the pertinent competition number. ***Class of Individuals:*** Public servants who are included in an Executive Group competition administered by the PSC. ***Purpose:*** This bank exists in accordance with section 10 of the Public Service Employment Act to record and provide information relating to Executive Group competitions administered by the Public Service Commission. ***Consistent Uses:*** This bank is used to provide information relating to Executive Group appointments made by the PSC. On request, information may be disclosed to a participant in a selection action in accordance with the PSC policy on «Disclosure of Information Following a Selection Action» to explain the reasons for the selection decision. ***Retention and Disposal Standards:*** Records are retained for three (3) years after the eligibility list expires, and then destroyed. ***PAC Number:*** 94-001 ***Related to PR#:*** PSC EPB 065 ***TBS Registration:*** 001475 ***Bank Number:*** PSC PCE 732

Executive Programs Employment Equity Directorate (EPEED) Files (Senior Levels) (formerly Employment Equity Initiative)
Description: This bank may contain basic personal information, curriculum vitae, general career plan and appraisal information and reference checks. ***Class of Individuals:*** Employment equity designated group members at the EX equivalent, the Ex minus 1 and minus 2 levels which includes women, visible minorities, aboriginal peoples, persons with disabilities, who have benefitted from services provided by EPEED. ***Purpose:*** This bank exists to maintain an historical record of designated group members seeking a developmental assignment or an appointment to the Executive Group in order to fulfil their chosen career plans. ***Consistent Uses:*** The bank is used to identify designated group members suitable for referral and appointment to executive level positions or referral for developmental assignments at other levels in the public service. ***Retention and Disposal Standards:*** Records are retained for two (2) years after being declared inactive, and then destroyed. ***PAC Number:*** 85-016 ***Related to PR#:*** PSC EPB 030 ***TBS Registration:*** 001466 ***Bank Number:*** PSC PCE 723

Interchange Canada Participant Files
Description: This bank may contain curriculum vitae, performance reviews and employee appraisals, agreements, job descriptions, interview notes and correspondence related to the program. Some information exists in computerized form. ***Class of Individuals:*** Public servants who are about to be given, are currently on, or have completed an assignment. ***Purpose:*** This bank exists to maintain historical records of all persons who have participated in the program. ***Consistent Uses:*** This bank is used for the general management of the assignments. Relationship with other systems: Source data is obtained from the Management Resources Information System. ***Retention and Disposal Standards:*** Records are retained for two (2) years after termination of participation, and then destroyed. ***PAC Number:*** 94-001 ***Related to PR#:*** PSC EPB 075 ***TBS Registration:*** 001952 ***Bank Number:*** PSC PCE 729

Interdepartmental Peer Committee Files on Promotions
Description: This bank may contain career résumés, letters of nomination from departments, letters of reference, appraisals and the recommendations of the Peer Committee. It may also contain personal works and lists of achievements. ***Class of Individuals:*** Public servants in the University Teaching (UT), Scientific Research (SE-RES), Historical Research (HR) and Defence Science (DS) groups who have been nominated for promotion through Peer Committee deliberation. ***Purpose:*** The information is collected under the authority of the Treasury Board for the UT, SE, HR and DS groups and is compiled to enable the Peer Committee to make recommendations on the appropriateness of promotions. ***Consistent Uses:*** The information is used to maintain a record of the Peer Committee's findings and decisions, and is occasionally used for future reference concerning the subsequent promotion of the same individual. ***Retention and Disposal Standards:*** Files are retained for five (5) years, and then destroyed. ***PAC Number:*** 85-016 ***Related to PR#:*** PSC SPB 030 ***TBS Registration:*** 002298 ***Bank Number:*** PSC PCE 759

Interdepartmental Secondment Program
Description: This bank may contain résumés, appraisals, secondment agreements, references, interview information, referral results, employee requests for secondment forms and general correspondence. ***Class of Individuals:*** Federal government employees who have requested an interdepartmental secondment. ***Purpose:*** This bank was created to maintain an inventory of federal government employees interested in a secondment. ***Consistent Uses:*** The information is

used to identify interested employees for referral to available secondment opportunities. It is also used for statistical purposes and for human resources planning. ***Retention and Disposal Standards:*** Records are retained for a period of two (2) years after termination of applicant status and two (2) years after completion of a secondment. ***PAC Number:*** 85-016 ***Related to PR#:*** PSC SPB 030 ***TBS Registration:*** 002319 ***Bank Number:*** PSC PCE 762

International Assignment Participant Files
Description: This bank may contain curriculum vitae, performance reviews and employee appraisals, agreements, applications, vacancy notices, job descriptions, interview notes and correspondence related to the program. Some information exists in computerized form. ***Class of Individuals:*** Public servants who are about to be given, are currently on, or have completed, an assignment. ***Purpose:*** This bank exists to maintain historical records of all persons who have participated in the program. ***Consistent Uses:*** This bank is used for the general management of the assignments. Relationship with other systems: Source data is obtained from the Management Resources Information System. ***Retention and Disposal Standards:*** Records remain active for the duration of the assignment, are kept inactive for three (3) years and are then destroyed. Records on performance review and employee appraisals are retained five (5) years, then destroyed. ***PAC Number:*** 94-001 ***Related to PR#:*** PSC EPB 080 ***TBS Registration:*** 001907 ***Bank Number:*** PSC PCE 755

Inventories of Senior Finance and Internal Audit Officers
Description: This bank may contain the Management Resources Information System human resourcing planning printouts including such information as basic personal data, employment history, general and managerial experience as well as career aspirations. It also contains a narrative form which is submitted to the Senior Financial Resourcing Advisory Committee and which includes information pertaining to the individual's performance, career needs and linguistic ability, as well as the results of the Committee's deliberations. If necessary, follow-up action is also included. ***Class of Individuals:*** Public servants at the FI-04 and equivalent levels, up to EX-03, who are identified as having extensive qualifications in finance and/or internal audit and who have been reviewed by the Senior Financial Resourcing Advisory Committee (SFRAC). ***Purpose:*** The bank was created in accordance with section 7 of the Financial Administration Act to maintain human resources planning inventories of those senior finance and/or internal audit officers who are ready for promotion, those who require further development in order to assume greater responsibilities, and those who would benefit from a new assignment. ***Consistent Uses:*** The inventories are used by PSC resourcing officers to advise and assist deputy heads and senior managers in the selection process for senior finance and internal audit appointments. ***Retention and Disposal Standards:*** Inventory data of senior finance and internal audit officers is retained for two (2) years after the Committee has reviewed the individual's human resources planning status. ***PAC Number:*** 94-001 ***Related to PR#:*** PSC EPB 065 ***TBS Registration:*** 001905 ***Bank Number:*** PSC PCE 753

Inventories of Senior Personnel Officers
Description: This bank may contain the Management Resources Information System human resourcing planning printouts containing such information as basic personal data, employment history, general and managerial experience, career aspirations and a background summary. It also contains a narrative form pertaining to individuals' performance, and career needs. ***Class of Individuals:*** Public servants at the PE-06 level to EX-03 identified as Senior Personnel Officers who have been evaluated by the Senior Personnel Planning and Development Committee (SPPDC). ***Purpose:*** The bank was created in accordance with section 7 of the Financial Administration Act to maintain human resources planning inventories of those senior personnel officers ready for promotion, those requiring further development in order to assume greater responsibilities and those who would likely benefit from a new assignment. ***Consistent Uses:*** The inventories are used by PSC resourcing officers to advise and assist deputy heads and senior managers in the selection process for senior personnel appointments. ***Retention and Disposal Standards:*** Inventory data of senior personnel officers is retained for two (2) years after the Committee has reviewed the individual's human resources planning status. ***PAC Number:*** 94-001 ***Related to PR#:*** PSC EPB 065 ***TBS Registration:*** 001758 ***Bank Number:*** PSC PCE 750

Inventory of Applicants for Interchange Canada
Description: This bank may contain curriculum vitae, letters of acknowledgement, interview notes, record of instances of consideration, notations or referrals, notes to file, telexes and performance reviews and employee appraisals. Some information exists in computerized form. ***Class of Individuals:*** Public servants applying for Interchange Canada assignments. ***Purpose:*** This bank exists in accordance with section 5(a)(ii) of the Public Service Employment Regulations to maintain an inventory of public servants seeking Interchange Canada assignments. ***Consistent Uses:*** This bank is used to identify candidates who are seeking Interchange Canada assignments. Relationship with other systems: Source data is obtained from the Management Resources Information System. ***Retention and Disposal Standards:*** Records are retained for two (2) years after being declared inactive, and then destroyed. Information on candidates who become participants is transferred to the Interchange Canada Participants files. ***PAC Number:*** 85-016 ***Related to PR#:*** PSC EPB 075 ***TBS Registration:*** 001906 ***Bank Number:*** PSC PCE 754

Inventory of Applicants for International Assignments
Description: This bank may contain curriculum vitae, applications, correspondence, interview notes, record of instances of consideration, notations or referrals, notes

to file, telexes and performance review and employee appraisals. Some information exists in computerized form. ***Class of Individuals:*** Public servants applying for international assignments. ***Purpose:*** This bank exists to provide an inventory of public servants seeking positions with international organizations. ***Consistent Uses:*** This bank is used to identify candidates seeking positions with international organizations. Relationship with other systems: Source data is obtained from the Management Resources Information System. ***Retention and Disposal Standards:*** Records are retained for two (2) years after being declared inactive and are then destroyed. Information on candidates who become participants is transferred to the International Participants files. ***PAC Number:*** 94-001 ***Related to PR#:*** PSC EPB 080 ***TBS Registration:*** 001951 ***Bank Number:*** PSC PCE 733

Inventory of Applicants for Management Trainee Program
Description: This bank may contain curriculum vitae, applications, transcript of marks, correspondence, interview notes, records of instances of consideration, notations or referrals, notes to file and telexes. ***Class of Individuals:*** Public servants applying to the Management Trainee Program ***Purpose:*** This bank exists under the authority of sections 5, 10, 11 and 16 of the Public Service Employment Act to provide an inventory of public servants seeking positions with the Management Trainee Program ***Consistent Uses:*** This bank is used to identify candidates for positions with the Management Trainee Program and for statistical purposes. It interfaces with the Appointment Information Management System to track the career progression of applicants who become participants (for statistical purposes and studies) ***Retention and Disposal Standards:*** Records are retained for three (3) years after application is submitted and are then destroyed, except in cases where candidates become participants. Information on such candidates is transferred to MTP participants files. ***PAC Number:*** 94-001 ***Related to PR#:*** PSC SPB 030 ***TBS Registration:*** 002910 ***Bank Number:*** PSC PCE 763

Inventory of Participants to the Accelerated Economist Training Program
Description: This bank may contain curriculum vitae, applications, transcripts of marks, interview notes, correspondence, administrative documents related to security, travel and training, assignment descriptions, performance evaluations, agreements, job descriptions, and other printed material where applicable. ***Class of Individuals:*** Public servants who are or have been participants on the Accelerated Economist Training Program. ***Purpose:*** This bank exists under the authority of sections 10 and 16(1) of the Public Service Employment Act to maintain historical records of all persons who have participated in the Accelerated Economist Training Program. ***Consistent Uses:*** This bank is used for the general management of the assignments and for statistical purposes. Relationship with other systems: It interfaces with the Appointment Information Management System to track the career progression of participants (for statistical purposes and studies). ***Retention and Disposal Standards:*** Hard copy records are retained for five (5) years after the participant ceases to be an Accelerated Economist Training Program participant and twenty five (25) years for machine readable records. ***PAC Number:*** 94-001 ***Related to PR#:*** PSC SPB 030 ***TBS Registration:*** 003069 ***Bank Number:*** PSC PCE 766

Investigations Directorate Files
Description: This bank may contain excerpts of personnel files and/or competition files, interview notes, allegations or complaints, memoranda and letters, performance evaluations, press clippings, memorandum of agreement and formal investigation reports. It may also contain information dealing with conciliation actions undertaken with departments, employees, representatives or complainants. ***Class of Individuals:*** Public servants who have filed complaints with the Investigations Directorate related to the application of the Public Service Employment Act and its Regulations or complaints of harassment in the workplace as defined by Treasury Board policy, and persons involved in the complaint. ***Purpose:*** This bank exists in accordance with section 7.1 of the Public Service Employment Act and the Order-in-Council P.C. 1986-2350 to record information with respect to investigations related to the application of the Public Service Employment Act and its Regulations, and to complaints of harassment in the workplace as defined by Treasury Board policy. The information is used so that allegations may be examined, recommendations made and corrective actions taken if warranted. ***Consistent Uses:*** It is also used to prepare background documentation in support of a recommendation to establish a board of inquiry. ***Retention and Disposal Standards:*** Paper records are retained active during the investigation, conciliation or disclosure phase, five (5) years inactive and then destroyed. Complaints which do not become a formal investigation are kept for two (2) years and then destroyed. Computerized records are retained on-line for ten (10) years, then deleted. ***PAC Number:*** 94-001 ***Related to PR#:*** PSC AIB 010 ***TBS Registration:*** 001446 ***Bank Number:*** PSC PCE 703

Language Review Committee Files
Description: This bank may contain requests for review, employee's written consent, Language Knowledge Exam (LKE) results prior to 15 October 1984, assessment officer's report, language training history, orientation process results, related letters or memos, decision of the committee. ***Class of Individuals:*** Public servants whose cases have been submitted to the Language Review Committee. ***Purpose:*** This bank exists in accordance with section 20 of the Public Service Employment Act to record information on employees whose cases have been submitted to the Language Review Committee. ***Consistent Uses:*** The bank is used to examine complaints concerning results obtained in second language assessment and decisions of the Language Assessment Section prior to October 15, 1984; to review employee's withdrawal from language training and

to reach a decision on each case. ***Retention and Disposal Standards:*** Records relating to test results are retained for ten (10) years and then destroyed. Records relating to language training are retained for twenty-five (25) years and then destroyed. ***PAC Number:*** 85-016 ***Related to PR#:*** PSC CMB 045 ***TBS Registration:*** 001459 ***Bank Number:*** PSC PCE 716

Language Training Files
Description: This bank may contain basic personal data, service and language training requests, aptitude and placement tests results and information for the teaching personnel in the Commission's language training centres along with results obtained. ***Class of Individuals:*** Public servants who underwent language training. ***Purpose:*** This bank exists in accordance with section 5(b) of the Public Service Employment Act to provide information for eligibility testing, orientation, enrolment and language training processes. ***Consistent Uses:*** The bank is used for the eligibility, testing, orientation, enrolment and language training processes and to ensure a progress follow-up on participants. Interaction with other systems: The information is coupled daily with the Treasury Board Language Training Module (LTM) and the Second Language Evaluation system (SLE) of the Public Service Commission to update candidates' information, add new training requests and update SLE data. Moreover, the language training system is used to produce for departments, statistical reports on participants' absences and progress. ***Retention and Disposal Standards:*** Paper records are kept for twenty (20) years after completion of training and are then destroyed. Computerized records are kept for twenty (20) years and deleted. ***PAC Number:*** 85-016 ***Related to PR#:*** PSC TPB 105 ***TBS Registration:*** 001484 ***Bank Number:*** PSC PCE 741

Language Training Orientation Files
Description: This bank may contain basic personal data, aptitude and placement tests results, preliminary interview report, prognoses, recommended lessons and the projected duration of training. ***Class of Individuals:*** Public servant language training candidates who underwent the orientation process for non imperative staffing purposes or for enrolment on basic language training. ***Purpose:*** This bank exists in accordance with section 5(b) of the Public Service Employment Act to register test results and information collected during the orientation interview. ***Consistent Uses:*** The bank is used to evaluate the aptitude to succeed at language training, to make pedagogical recommendations to the teaching personnel and to supply Language Training Canada with administrative data. Interaction with other systems: The information is coupled daily with the Treasury Board Language Training Module (LTM) to update information on orientation process' candidates. ***Retention and Disposal Standards:*** Paper records are kept for twenty (20) years after completion of training and are then destroyed. Computerized are kept for twenty (20) years and deleted. ***PAC Number:*** 85-016 ***Related to PR#:*** PSC TPB 105 ***TBS Registration:*** 001482 ***Bank Number:*** PSC PCE 739

Leave of Absence to Seek Election
Description: This bank may contain requests for leave of absence, the appropriate deputy minister's opinion, the recommendations to Commissioners by the Secretary General, the Commissioners' decision to approve or deny the leave to seek nomination and election, notices for publication in the Canada Gazette, Part I, and in some cases, newspaper clippings. ***Class of Individuals:*** Public servants who have requested leave of absence to seek nomination as a candidate for election. ***Purpose:*** This bank exists in accordance with sections 32, 33 and 34 of the Public Service Employment Act to record information so that the PSC can assess whether or not to grant leave of absence to employees to seek nomination for election. ***Consistent Uses:*** This bank is used to provide information for PSC authorization and for PSC reports to Parliament. ***Retention and Disposal Standards:*** Records are retained for seven (7) years after request was made, and then destroyed. ***PAC Number:*** 85-016 ***Related to PR#:*** PSC CMB 020 ***TBS Registration:*** 001448 ***Bank Number:*** PSC PCE 705

Management Resources Information System (MRIS)
Description: This bank may contain appointment certificates; employee summaries; basic personal data; skills and work history; professional qualifications; curriculum vitae; career aspirations and managerial experience; proof of education standing; performance reviews and employee appraisals; and development and training courses taken. In the case of public servants in the executive group, the bank may also contain notifications of layoff, surplus or administrative priority; identification of transfer requests and identification of requirements to be redeployed; records of instances of consideration for positions; most recent memoranda to the Commission (board reports); letters of offer, letters of acceptance, notes to file, letters of recommendation, Brokerage Inclusion forms, Deputy Head authorization for placement on brokerage, records of consideration and counselling reports/notes. ***Class of Individuals:*** Public servants appointed to eligible classifications as determined by the Public Service Commission, public servants participating or seeking participation on Interchange Canada or International Assignments and public servants who are placed on brokerage. ***Purpose:*** This bank exists to enable the Public Service Commission to fulfil its powers as stated in section 5 of the Public Service Employment Act and Regulations, i.e. to maintain an inventory of candidates for eligible classifications determined by the PSC. ***Consistent Uses:*** This bank is used to provide information to TBS and departments for the purposes of staffing, human resources management, statistics, analysis, evaluations and career management planning. Relationship with other systems: The MRIS system is merged with the Treasury Board Incumbent System (TBS PCE 723) to obtain employee data, with the TBS Senior Personnel Information System (TBS PCE 715) to obtain position data, with the PSC Appointment Information Management System (AIMS) to update changes resulting from appointments and with the Separation File to

identify employees who left the Public Service. It is also merged with the Employment Equity Target Group Data Bank (TBS PCE 706) to provide TBS with statistical information related to employment equity. Source data is also obtained from the PSC Career Assignment Program System, the Interchange/International System, the executive group Applicant Inventory and the Quarterly Statistical File. ***Retention and Disposal Standards:*** Hardcopy records of appointments to executive group positions are retained for the duration of employment plus one year, after which they are transferred to the National Archives of Canada and retained for one year after the individual has reached the age of 70, or until two (2) years after his or her death, or for permanent retention if judged to be of historical value. Hardcopy records for non-executive group positions are retained for five (5) years after removal from the inventory, and then destroyed. Machine readable records are retained for ten (10) years after removal from the system or after the public servant's separation from the public service, after which the records are deleted from the system. Performance review and employee appraisals are retained for five (5) years, and then destroyed. ***PAC Number:*** 85-016 ***Related to PR#:*** PSC SPB 065 ***TBS Registration:*** 001477 ***Bank Number:*** PSC PCE 734

Management Trainee Program Participants Files
Description: This bank may contain performance review and employee appraisals, agreements, job descriptions, interview notes, applications, curriculum vitae, transcripts of marks, and correspondence related to the assignment, selection, orientation, inventory and counselling of participants. ***Class of Individuals:*** Public servants who are or have been participants on the Management Trainee Program ***Purpose:*** This bank exists under the authority of sections 10 and 16(1) of the Public Service Employment Act to maintain historical records of all persons who have participated in the program. ***Consistent Uses:*** This bank is used for the general management of the assignments and for statistical purposes. It interfaces with the Appointment Information Management System to track the career progression of participants. (For statistical purposes and studies). ***Retention and Disposal Standards:*** Hard copy records are retained for five (5) years after the participant ceases to be a MTP participant and twenty five (25) years for machine readable and then destroyed. ***PAC Number:*** 94-001 ***Related to PR#:*** PSC SPB 030 ***TBS Registration:*** 002911 ***Bank Number:*** PSC PCE 764

Official Languages Exclusion Order Records
Description: This bank may contain basic personal data, medical certificates, supporting documentation, departmental requests and Commission decision in some cases. ***Class of Individuals:*** Public servants who have requested an official languages exclusion or extension. ***Purpose:*** This bank exists in accordance with section 20 (and in certain cases section 10) of the Public Service Employment Act to record information relating to the review of cases of employees requesting an exclusion from the obligation to meet the second language requirements of their position or an extension to their exemption time or an override to a negative prognosis for appointment purposes. ***Consistent Uses:*** This bank is used to allow the Public Service Commission to grant or refuse exclusions, extensions or overrides under the Official Languages Exclusion Approval Order. ***Retention and Disposal Standards:*** Records are retained for twenty (20) years and then destroyed. ***PAC Number:*** 85-016 ***Related to PR#:*** PSC CMB 045 ***TBS Registration:*** 001460 ***Bank Number:*** PSC PCE 717

Personnel Selection Files
Description: This bank may contain requests to staff, job descriptions, statements of qualifications, official languages input forms, competition notices, application forms or résumés, selection rating guides, board reports, letters of reference or performance appraisals, eligibility lists, all other documents used in establishing candidates order of merit and notification of the results of the competition/selection including letters offering appointment. Where applicable, notices of rights to appeal and other related documents are included. Persons completing a Personal Information Request Form are required to give the pertinent competition numbers. ***Class of Individuals:*** Public servants who are being considered for appointment through a process of personnel selection administered by the Staffing Programs Branch. ***Purpose:*** This bank exists in accordance with section 10 of the Public Service Employment Act to record and provide information related to any process of personnel selection with or without competition administered by the Staffing Programs Branch of the Public Service Commission. ***Consistent Uses:*** This bank is used to staff positions, to provide the necessary information, on request and in accordance with the PSC policy on «Disclosure of Information Following a Selection Action», to participants in selection actions in order to explain the reasons for the selection decision; and to provide related documentation resulting from the selection processes for PSC investigations, Board of Enquiries, and appeal boards. The information on under-represented groups is used for statistical purposes by the Public Service Commission, Treasury Board and the employing department. ***Retention and Disposal Standards:*** Records are retained for two (2) years after the eligibility list expires or two (2) years after it has been used for administrative purposes, and then destroyed. ***PAC Number:*** 85-016 ***Related to PR#:*** PSC SPB 030 ***TBS Registration:*** 001455 ***Bank Number:*** PSC PCE 712

Persons Appointed under an Exclusion Order
Description: This bank may contain the recommendation of the Commission and of the appropriate Cabinet minister to the Governor in Council, basic personal data, the exclusion order and the regulations. ***Class of Individuals:*** Persons appointed to the public service who are excluded from certain provisions of the Public Service Employment Act by virtue of section 41. ***Purpose:*** This bank exists in accordance with sections 37, 41 and 47 of the Public

Service Employment Act to record and report to Parliament the names of employees of certain occupational groups or the names of persons appointed to the public service who are excluded from certain provisions of the Act by virtue of section 41. ***Consistent Uses:*** This bank is used to record and report to Parliament annually the names of employees of certain occupational groups or the names of persons appointed under an Exclusion Order. ***Retention and Disposal Standards:*** Records are retained for five (5) years after termination of the exclusion, and then destroyed. ***PAC Number:*** 85-016 ***Related to PR#:*** PSC CMB 020 ***TBS Registration:*** 001447 ***Bank Number:*** PSC PCE 704

PSC Occupational Test Results
Description: This bank may contain test answer sheets and results for persons who, for selection or other purposes, have undergone PSC tests. ***Class of Individuals:*** Public servants who have taken selection tests developed by the PSC. Individuals completing a Personal Information Request Form are requested to quote their social insurance number. The social insurance number will be used until such time as it is phased out and replaced by a unique federal employee identifier. ***Purpose:*** This bank exists in accordance with section 16(1) of the Public Service Employment Act and section 14(1) of the Public Service Employment Regulations to record information on tests conducted for purposes of selection such as competitions. ***Consistent Uses:*** The bank is used to record and provide information to departments on the results of tests administered by PSC and/or departments to determine the suitability of candidates in the selection process and for human resources planning and analysis. Relationship with other systems: For research purposes the information may also be linked to other PSC information banks. ***Retention and Disposal Standards:*** Hard copy files are kept for five (5) years, and destroyed. Candidate test results are kept on computerized files for two (2) years after they are superseded or become obsolete. A candidate's most recent result for a given test is retained indefinitely on computerized files. ***PAC Number:*** 85-016 ***Related to PR#:*** PSC SPB 030 ***TBS Registration:*** 001454 ***Bank Number:*** PSC PCE 711

PSC Transfer Files
Description: This bank may contain curriculum vitae, latest performance appraisal, request for transfer form, letter from department confirming group, level and status, assessment/counselling report, results of referrals and reference checks. ***Class of Individuals:*** Public servants who have requested a lateral transfer. ***Purpose:*** This bank exists in accordance with section 5(c)(i) of the Public Service Employment Regulations to provide information on employees who have requested a lateral transfer in the administrative support and operational categories, administrative and foreign service, and professional and technical categories, excluding the EX group. ***Consistent Uses:*** The bank is used to refer employees requesting a transfer to departments and agencies. ***Retention and Disposal Standards:*** Records are retained for two (2) years from the date of the most recent inclusion in the inventory and then destroyed. ***PAC Number:*** 85-016 ***Related to PR#:*** PSC SPB 030 ***TBS Registration:*** 001462 ***Bank Number:*** PSC PCE 719

Public Servants Released or Demoted
Description: This bank may contain basic personal data; the department's recommendation to the PSC and the grounds for recommending release or demotion, the appeal decision, if appeal right is exercised, the Secretary General's recommendation to Commissioners; the Commission's decision, and the notices of release or demotion to the department and to the employee. ***Class of Individuals:*** Public servants whose release or demotion has been recommended by deputy heads. ***Purpose:*** This bank exists in accordance with section 31 of the Public Service Employment Act (now repealed by section 21 of the Public Service Reform Act, s.c., 1992 Ch. 54) to record information relating to the recommendation of deputy heads to release or demote employees. ***Consistent Uses:*** This bank is used to provide information to enable the Commission to assess and make a decision on the recommendation of deputy heads that employees be released or demoted. It also provides information for PSC reports to Parliament. NOTE: As of June 1, 1993, these recommendations no longer fall under PSC jurisdiction. Such matters have since been delegated to Deputy Ministers. ***Retention and Disposal Standards:*** Records are retained for seven (7) years following a release or demotion, and then destroyed. ***PAC Number:*** 85-016 ***Related to PR#:*** PSC CMB 020 ***TBS Registration:*** 001449 ***Bank Number:*** PSC PCE 706

Requests for Commission's Opinion Files NOTE: As of June 1, 1993 this recourse is now the responsibility of the Appeals Directorate (refer to PSC PCE 702) ***Description:*** This bank may contain information collected in the course of an investigation under section 21(1) of the Public Service Employment Act. Contents may include excerpts from personnel files or competition files, investigation notes, interview notes, allegations of improprieties, performance evaluations, and reasons why employees might think that their opportunity for advancement has been prejudicially affected. Persons completing a Personal Information Request Form are required to specify the federal government department that was the subject of the investigation and to provide as accurately as possible the date or time period in which the investigation was conducted. ***Class of Individuals:*** Public servants who have sought the Commission's opinion regarding prejudicial effect to their opportunities for advancement. ***Purpose:*** This bank exists in accordance with section 7.1 of the Public Service Employment Act. The files are a result of investigations pursuant to requests for the Public Service Commission's opinion under section 21(1) of the Public Service Employment Act received prior to June 1, 1993. This bank is used to examine allegations and issue a Commission's opinion as to prejudicial effect following an appointment without competition. ***Consistent Uses:*** This bank may be used for research and statistical purposes.

Retention and Disposal Standards: Records are retained for five (5) years after the investigation is completed and are then destroyed. Computerized records are retained on-line for ten (10) years, then deleted. ***PAC Number:*** 94-001 ***Related to PR#:*** PSC AIB 010 ***TBS Registration:*** 001463 ***Bank Number:*** PSC PCE 720

Second Language Assessment
Description: This bank may contain the appropriate second language assessment request and record of results forms, basic personal data, and oral interviews recorded on cassette, assessment reports and results. ***Class of Individuals:*** Public servants who were assessed by the Language Assessment Services Division of the Public Service Commission for second language proficiency. ***Purpose:*** This bank exists in accordance with sections 16 and 20 of the Public Service Employment Act to assess the second language proficiency of candidates and in accordance with the PSC-TBS agreement on testing for bilingualism bonus or for certain types of language training. ***Consistent Uses:*** The bank is used to maintain a record on candidates tested for the purpose of appointment to bilingual positions in the public service and for other uses as set out in the PSC-TBS agreement on the subject of language testing. Relationship with other systems: Test results are input in the SLE Test Results System (PSC PCE 718). ***Retention and Disposal Standards:*** Files are retained for three (3) years and interviews recorded on cassette are retained for two (2) years unless the candidate agrees to their earlier disposal, then are deleted. ***PAC Number:*** 85-016 ***Related to PR#:*** PSC SPB 030 ***TBS Registration:*** 001457 ***Bank Number:*** PSC PCE 714

Second Language Evaluation (SLE) Examiners
Description: This bank may contain information related to the registration/certification and monitoring of SLE test administrators, scorers and Oral Interaction assessors: registration forms for the Certification Program; test use agreements; letters of certification; trainers/monitors comments and recommendations; and other administrative data collected in connection with accreditation/registration. ***Class of Individuals:*** Public servants who have been participants in the Oral Interaction Certification Program or who have been authorized to administer and score the Second Language Evaluation tests. ***Purpose:*** This bank exists in accordance with sections 5(a), 16 and 20 of the Public Service Employment Act to record all information relating to the registration/certification of SLE examiners. ***Consistent Uses:*** The bank is used to record information related to the qualifications, training and certification/registration of SLE examiners and prospective SLE examiners. It is also used to provide information to monitor SLE examiners and to take corrective action if warranted. ***Retention and Disposal Standards:*** all records are retained for ten (10) years after the employee ceases to perform examiner's duties. Records pertaining to persons who have not performed examiner's duties are also retained for ten (10) years. Records are then destroyed. ***PAC Number:*** 85-016 ***Related to PR#:*** PSC SPB 030 ***TBS Registration:*** 001458 ***Bank Number:*** PSC PCE 715

Second Language Evaluation (SLE) Test Results
Description: This bank may contain SLE test answer booklets and results for persons who have taken the Second Language Evaluation Oral Interaction Test, Reading Test, Writing Test or Writing for Exemption Test. For candidates tested in Oral Interaction, the test cassettes are retained by the administering PSC or departmental test centre. Individuals completing a Personal Information Request Form are required to quote their social insurance number. The social insurance number will be used until such time as it is phased out and replaced by a unique federal employee identifier. ***Class of Individuals:*** Public servants who have taken the Second Language Evaluation Oral Interaction Test, Reading Test, Writing Test, or Writing for Exemption Test. ***Purpose:*** This bank exists in accordance with sections 16 and 20 of the Public Service Employment Act to record Second Language Evaluation (SLE) and Language Knowledge Examination (LKE) scores and language assessment results for purpose of appointment. ***Consistent Uses:*** The bank is used to provide information on Second Language Evaluation assessment for staffing of bilingual positions and information for general personnel management, research and statistical purposes. Relationship with other systems: The bank provides the individuals' test results to the SLE database at the Personnel Applications Centre (PAC) at Supply and Services Canada (SSC). Through PAC, that information is then available on-line to authorized personnel in all government departments having appropriate terminals, and by telephone enquiry. The Treasury Board's Official Languages Information System (OLIS) interfaces with PAC to obtain SLE test results which it links with job position requirements. For research purposes the information may also be linked to other PSC information banks. ***Retention and Disposal Standards:*** Computerized records are retained for two (2) years after they are superseded or become obsolete. Hard copy files are retained for five (5) years. Oral Interaction Tests on cassettes administered by a PPC assessor/monitor are retained for two (2) years unless the candidate agrees to their earlier disposal. Records are then destroyed. Note: The SLE database replaced the LKE database effective January 21, 1985 and the most recent test results have been transferred. The LKE computer database will be maintained as a dormant file until January 21, 1995, and then destroyed. ***PAC Number:*** 85-016 ***Related to PR#:*** PSC SPB 030 ***TBS Registration:*** 001461 ***Bank Number:*** PSC PCE 718

Staffing Officer Certification Files
Description: This bank may contain individual files which include recommendations from departments for Staffing Certification including information on previous personnel studies and work experience, staffing knowledge test results, outline of training, related on-the-job staffing activities and assignments, and assessments of such activities and assignments, Certification Committee

results. Part of the above information is also recorded on a computerized inventory. ***Class of Individuals:*** Staffing officers of the public service. ***Purpose:*** This bank exists to record and provide information on the certification of staffing officers as it relates to the exercise of staffing authority delegated pursuant to section 6(1) of the Public Service Employment Act. ***Consistent Uses:*** This bank is used to provide information in support of the certification of staffing officers by the Certification Committee. It is also used to produce various statistical reports and analyses, and for general administrative purposes such as, for example, planning and reporting on staffing training and development programs. ***Retention and Disposal Standards:*** Records are retained for two (2) years after the date of certification. The computerized record is maintained indefinitely as a record of who is certified. ***PAC Number:*** 85-016 ***Related to PR#:*** PSC SPB 030 ***TBS Registration:*** 001464 ***Bank Number:*** PSC PCE 721

Statutory and Administrative Priorities System
Description: This bank may contain basic personal data: statutory or administrative data together with results of referrals made to departments. The priority types include: leave of absence, minister's staffs, layoff, surplus, unsuccessful language trainee, rejection on probation, relocation of spouse and red-circled. Information exists in hardcopy and computerized form. ***Class of Individuals:*** Public servants and other persons who have a statutory or administrative priority for appointment. ***Purpose:*** This bank exists in accordance with sections 29, 30 and 39 of the Public Service Employment Act and sections 33 to 38 of the Public Service Employment Regulations to provide information relating to individuals with statutory priority for appointment. It is also used to identify suitable eligibility lists to comply with section 28 (rejection on probation). It exists in accordance with various Public Service Commission policies to provide information relating to individuals with an administrative priority for appointment. ***Consistent Uses:*** This bank is used to identify those individuals with a statutory or administrative priority for appointment purposes and to engage in job searching activities on their behalf. Ad hoc reports are regularly provided to Treasury Board, departments, unions and PSC management for monitoring and statistical purposes. ***Retention and Disposal Standards:*** Hard copy records are retained for five (5) years from the date the individual's priority status is terminated, after which the records are destroyed. Some information in the computer files is kept indefinitely. ***PAC Number:*** 85-016 ***Related to PR#:*** PSC SPB 030 ***TBS Registration:*** 001452 ***Bank Number:*** PSC PCE 709

Particular Banks

Accounts Payable and Receivable
Description: This bank may contain information on witness expenses, merit awards, long distance telephone call payments, suggestion awards, reimbursements, salary adjustments and deposits of pay cheques. ***Class of Individuals:*** Departmental employees who have been involved in financial transactions of any kind with the Public Service Commission. ***Purpose:*** The information is required to pay employees, collect monies due, deposit pay cheques, and keep a record of financial transactions related to accounts payable and receivable. ***Consistent Uses:*** The information is used also for statistical reporting and analysis purposes. ***Retention and Disposal Standards:*** Records are retained for six (6) years and then destroyed. ***PAC Number:*** 85-016 ***Related to PR#:*** PSC CMB 914 ***TBS Registration:*** 002413 ***Bank Number:*** PSC PPE 815

Attendance and Leave
Description: This bank may contain absence reports and leave applications, as well as physician's certificates associated with sick leave, all of which include the individual's social insurance number (or Personal Record Identifier (PRI) beginning on March 1, 1994) and correspondence about attendance and leave. While the social insurance number is included on these forms to verify the correct identity of individuals, provision of the SIN by data subjects is not mandatory. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in the ALOSS system (Attendance, Leave, Overtime and Shiftwork). ***Class of Individuals:*** The personal information in this bank relates to employees of the institution. ***Purpose:*** The purpose of this bank is to support administration of employee attendance and leave within government departments and agencies. ***Consistent Uses:*** The information in this bank may be used to record attendance and authorize leave, to support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism. Relationship with other systems: Information from the system is shared once a year with the TB Leave Reporting System and the Extra Duty Reporting System. ***Retention and Disposal Standards:*** Information is retained for two (2) years after expiry of fiscal year, after which period the records are destroyed. Machine-readable records are retained for five (5) years. ***PAC Number:*** 86-001 ***Related to PR#:*** PSC HRB 155 ***TBS Registration:*** 002903 ***Bank Number:*** PSC PPE 808

Deployment/Transfer/Assignment Requests and Career Development Files
Description: This bank may contain deployment/assignment/transfer requests, curriculum vitae, appraisals, letters of offer and acceptance, references, interview/counselling information, tests, test results and evaluations, and general correspondence. Employees requesting access are required to indicate their status and the branch concerned. ***Class of Individuals:*** Public Service Commission employees who have requested and/or been nominated by management for an assignment to further their career, or these who wish to plan their career. ***Purpose:*** This bank was created to promote the redeployment of Public Service Commission employees and to respond to identified

career development requirements. ***Consistent Uses:*** This bank is used to assist employees in career planning and in finding permanent employment or temporary assignments by providing them with training, advice and/or counselling. It is also used to identify potential employees for assignment and to refer them for positions in the public service. ***Retention and Disposal Standards:*** Candidate files are retained for two (2) years after they cease to be candidates. ***PAC Number:*** 85-016 ***Related to PR#:*** PSC HRB 160 ***TBS Registration:*** 001910 ***Bank Number:*** PSC PPE 806

Employee Personnel Record

Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; Personal Record Identifier (PRI) beginning on March 1, 1994; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; overtime, pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above. Some information on training and development of employees is also available from the Human Resources Information System (HRIS). ***Class of Individuals:*** The personal information in this bank relates to employees of the institution. ***Purpose:*** The purpose of this bank is to provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation. ***Consistent Uses:*** The information in this bank may be used to authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes; to Public Health and Welfare for pension purposes; for long service award and personnel administration. ***Retention and Disposal Standards:*** Information is retained by the current employing institution for the duration of employment plus one year and then transferred to the control of National Archives of Canada. The information is destroyed when the individual reaches the age of eighty, or two (2) years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or two (2) years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the National Archivist to be of historical interest or archival value, are retained permanently by the National Archives of Canada. ***PAC Number:*** 86-001 ***Related to PR#:*** PSC HRB 155 ***TBS Registration:*** 002902 ***Bank Number:*** PSC PPE 807

Employment Equity Program

Description: This bank may contain personal information on employees such as education, work history and career aspirations, training and development, which is collected by means of questionnaires and/or interviews or compiled from employees files or automated data systems. Respondents are asked to identify whether they are an aboriginal person, if they have a continuing or permanent disability, or form part of a visible minority. The social insurance number or an employee number may be used to identify employees in instances where government institutions are not able to employ an anonymous questionnaire as well as when these identifiers are required to locate employee records. ***Class of Individuals:*** This information relates to employees of the institution. ***Purpose:*** This bank provides documentation for the implementation of the employment equity policy in government institutions falling under the Public Service Staff Relations Act, Part I, Schedule I. Data is collected to provide a comprehensive picture of employees by sex and by target group status (e.g. women, aboriginal peoples and

persons with disabilities and, visible minority persons). ***Consistent Uses:*** This information is used to compile a personnel profile of employees and to compare the situation of target group members with non-target group members within a government institution and with their counterparts in the general labour market. The social insurance number or employee number may be used to link information in this bank with the Treasury Board Personnel Management Information System and Employment Equity Target Group Data Bank in order to obtain statistical information, where the securing of such information would be consistent with the uses for which the personal information was collected. The information gathered will be used for institutional purposes in the government's employment equity program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that target groups participate in and are equitably represented in the federal Public Service. It may also be used for policy and planning purposes related to employment equity. ***Retention and Disposal Standards:*** Records are retained for five (5) years and then destroyed. ***PAC Number:*** 86-001 ***Related to PR#:*** PSC HRB 160 ***TBS Registration:*** 002920 ***Bank Number:*** PSC PPE 813

Flexibility EX and Special Assignment Pay Plan Positions

Description: This bank may contain agreements between the employee and/or the organizations involved, administrative correspondence, a Report on Staffing Transaction, approval forms, and a curriculum vitae as required. ***Class of Individuals:*** Public servants employed by the Public Service Commission in overfill situations at the EX level, and employees of other groups who are employed under the Special Assignment Pay Plan (SAPP). ***Purpose:*** This bank exists to record and control the EX overfill and Special Assignment Pay Plan situations in the Public Service Commission. ***Consistent Uses:*** This bank is used to administer and maintain data on the EX overfill and Special Assignment Pay Plan situations in the Public Service Commission. It is also used to report general data to PSC management and Treasury Board as required. ***Retention and Disposal Standards:*** Records are retained for a period of two (2) years, and then destroyed. ***PAC Number:*** 85-016 ***Related to PR#:*** PSC HRB 165 ***TBS Registration:*** 001486 ***Bank Number:*** PSC PPE 801

Official Languages

Description: This bank may contain course enrolment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, personal identification code, and social insurance number for purposes of identification; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also contain duplicate input forms for the Official Languages Information System (OLIS) and the Language Training Module (LTM). Similar data is also held in Central Banks of the Public Service Commission and Treasury Board Secretariat. ***Class of Individuals:*** The personal information in this bank relates to employees of the institution. ***Purpose:*** The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the Public Service Commission, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees. ***Consistent Uses:*** The information in this bank may be used to support and document decisions concerning individual employees on staffing, entitlement to the bilingualism bonus, language training, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs. ***Retention and Disposal Standards:*** Records are retained for two (2) years after last documentation, and then destroyed. ***PAC Number:*** 86-001 ***Related to PR#:*** PSC HRB 150 ***TBS Registration:*** 002918 ***Bank Number:*** PSC PPE 811

Pay and Benefits

Description: This bank may contain certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number and Personal Record Identifier (PRI) beginning on March 1, 1994 as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.) ***Class of Individuals:*** The personal information in this bank relates to employees of the institution. ***Purpose:*** The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances. ***Consistent Uses:*** The information in this bank may be used to enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the Garnishment, Attachment and Pension Diversion Act. ***Retention and Disposal Standards:*** Records are destroyed two (2) years after expiry of fiscal year, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force. Paylists are retained for six (6) years, and then destroyed. ***PAC Number:*** 86-001 ***Related to PR#:***

PSC HRB 155 ***TBS Registration:*** 002916 ***Bank Number:*** PSC PPE 809

Performance Feedback
Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests. ***Class of Individuals:*** Employees of the institution. ***Purpose:*** The purpose of this bank is to maintain information regarding the ongoing communication and feedback between supervisors and employees concerning employee work expectations and performance. ***Consistent Uses:*** The information in this bank may be used to support decisions regarding promotions, transfers, demotion, employee assistance, discipline, termination of employment, and approval of performance pay. ***Retention and Disposal Standards:*** Records are retained for five (5) years for all employees and then destroyed. ***PAC Number:*** 86-001 ***Related to PR#:*** PSC HRB 160 ***TBS Registration:*** 002919 ***Bank Number:*** PSC PPE 812

Staffing
Description: This bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; letters of agreement; employee nomination forms; general correspondence; lists of priority employees; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education level, social insurance number and voluntary self-identification data relating to employment equity. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record). ***Class of Individuals:*** Employees of the institution including those who have a priority status or those who are on assignment/secondment. ***Purpose:*** The bank provides a record of the information used in staffing positions in a government institution. It is also a source of data for employment equity programs and services. ***Consistent Uses:*** To select candidates, staff positions and process appeals for appointments and promotions. Voluntary self-identification information relating to employment equity programs and services may be linked with data contained in other banks where the securing of this information is consistent with the uses for which the personal information was collected. On request, information may be provided to a participant in a selection action in accordance with the Public Service Commission (PSC) policy on Disclosure of Information Following a Selection Action to explain the reasons for the selection decision. Access procedures: Competition number, where applicable, should be quoted. ***Retention and Disposal Standards:*** Records are retained for two (2) years after the eligible list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed. Assignment files are retained for two (2) years after the termination of the assignment. Priority employee files are retained for five (5) years from the date the employee's priority status is terminated. Pay related documents and letters of agreement are forwarded to the employee's personnel record. ***PAC Number:*** 86-001 ***Related to PR#:*** PSC CMB 920 ***TBS Registration:*** 003313 ***Bank Number:*** PSC PPE 816

Training and Development
Description: This bank may contain personal data including course applications and evaluations; social insurance number; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private organizations. It should be noted that participation and achievement records may be attached to the Employee Personnel Record and that information on an employee's needs for individual training and development related to performance is contained in the Performance Reviews and Employee Appraisals Bank. Some information on training and development of employees is also available from the Human Resources Information System (HRIS). ***Class of Individuals:*** The personal information in this bank relates to employees of the institution. ***Purpose:*** The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions. ***Consistent Uses:*** The information in this bank may be used to approve and register the participation of employees in training and development activities. ***Retention and Disposal Standards:*** Records are destroyed two (2) years after completion of the particular training and development undertaken by an employee. However, information will be retained on magnetic tape for five (5) years. ***PAC Number:*** 86-001 ***Related to PR#:*** PSC HRB 160 ***TBS Registration:*** 002917 ***Bank Number:*** PSC PPE 810

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Grievances

Harassment

Identification and Building-Pass Cards

Incentive Awards

Parking

Security Clearances

Travel and Relocation

Public Service Staff Relations Board

Chapter 86

Central Banks

Applications for Extension of Time

Description: This bank contains applications for extension of time, replies to applications, notice of hearings and decisions rendered by the Board. ***Class of Individuals:*** Individuals employed in the federal public service or Parliament who have filed an application for an extension of time to present a grievance or to submit a reply to a proceeding. ***Purpose:*** The purpose of this bank is to record, for determination by the Board, applications made by persons for an extension of time to present a grievance to an employer, refer a grievance to the Board of adjudication, or to submit a reply to a proceeding. ***Consistent Uses:*** To support decisions made by the Board concerning applications for extension of time. ***Retention and Disposal Standards:*** Case files are retained for 10 years after case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained for 50 years and then transferred to the National Archives of Canada for archival purposes. ***PAC Number:*** 85-013 ***Related to PR#:*** SRB OSR 110 ***TBS Registration:*** 000776 ***Bank Number:*** SRB PCE 705

Complaints – Canada Labour Code – Part II

Description: This bank contains complaints from employees against employers for allegedly taking action against them because they acted in accordance with the provisions of sections 128 or 129 of Part II of the Canada Labour Code. ***Class of Individuals:*** Individuals employed in the federal public service. ***Purpose:*** The purpose of this bank is to record the determination of the Board on the complaints of employees. ***Consistent Uses:*** To support decisions made by the Board as to whether or not the employer has taken action against an employee for acting in accordance with sections 128 or 129 of Part II of the Canada Labour Code. ***Retention and Disposal Standards:*** Case files are retained for 10 years after a case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained on microfilm for 50 years, and then transferred to the National Archives of Canada for archival purposes. ***Related to PR#:*** SRB OSR 150 ***TBS Registration:*** 001881 ***Bank Number:*** SRB PCE 709

Complaints of Unfair Labour Practices

Description: This bank contains complaint forms, replies to complaints, notice of hearings and decisions rendered by the Board. ***Class of Individuals:*** Individuals employed in the federal public service or Parliament who have lodged a complaint against an employer or employee organization for failure to comply with specific regulations, procedures or decisions of the Board. ***Purpose:*** The purpose of this bank is to record, for determination by the Board, complaints that an employer or an employee organization has failed to give effect to any provision of an arbitral award, to a decision of an adjudicator, or has contravened certain provisions of the Public Service Staff Relations Act or its regulations, or the Parliamentary Employment and Staff Relations Act or its regulations, and effective June 1, 1993 as a result of amendments to the Public Service Staff Relations Act, a breach of the duty of fair representation. ***Consistent Uses:*** To support decisions made by the Board concerning complaints of unfair practices. ***Retention and Disposal Standards:*** Case files are retained for ten years after case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained for 50 years and then transferred to the National Archives of Canada for archival purposes. ***PAC Number:*** 85-013 ***Related to PR#:*** SRB OSR 060 ***TBS Registration:*** 000774 ***Bank Number:*** SRB PCE 703

Consent to Prosecute

Description: This bank contains applications for consent to prosecute, statutory declarations or sworn statements, replies to applications, notice of hearings and decisions rendered by the Board. ***Class of Individuals:*** Individuals employed in the federal public service or Parliament who, at the request of the employer, have been or are being considered for prosecution for alleged failure to observe specific sections of the Public Service Staff Relations Act. ***Purpose:*** The purpose of this bank is to record, for determination by the Board, applications made for consent of the Board to prosecute persons in the courts for alleged failure to observe any prohibition contained in certain sections of the Public Service Staff Relations Act or the Parliamentary Employment and Staff Relations Act. ***Consistent Uses:*** To support decisions made by the Board regarding applications for consent to prosecute. ***Retention and Disposal Standards:*** Case files are retained for 10 years after case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained for 50 years and then transferred to the National Archives of Canada for archival purposes. ***PAC Number:*** 85-013 ***Related to PR#:*** SRB OSR 105 ***TBS Registration:*** 000778 ***Bank Number:*** SRB PCE 707

Decisions of Safety Officers

Description: This bank contains referrals to the Board of decisions of safety officers concerning the refusal of an employee to work because of an alleged danger. ***Class of Individuals:*** Individuals employed in the federal public service who requested that a decision made by a safety officer be referred to the Board. ***Purpose:*** The purpose of this bank is to record the determination of the Board with respect to its inquiry into the circumstances of the decision of the safety officer, including the reasons for such a decision. ***Consistent Uses:*** To support decisions made by the Board, following its inquiry into safety officers' decisions as to whether or not an alleged danger existed. ***Retention and Disposal Standards:***

Case files are retained for 10 years after a case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained on microfilm for 50 years, and then transferred to the National Archives of Canada for archival purposes. ***Related to PR#:*** SRB OSR 145 ***TBS Registration:*** 001880 ***Bank Number:*** SRB PCE 710

Determination of Designated Employees
Description: This bank contains lists of positions considered as «designated» positions, notice of hearings, decisions rendered by the Board and lists of «designated» employees. ***Class of Individuals:*** Individuals employed in the federal public service who are deemed «designated» employees, that is, having duties considered to be necessary in the interest of the safety and security of the public. ***Purpose:*** The purpose of this bank is to record, for determination by the Board, objections by bargaining agents of proposals of the employer to consider certain employees or classes of employees in a bargaining unit as «designated» employees. Effective June 1, 1993 as a result of amendments to the Public Service Staff Relations Act, positions rather than employees are to be designated as necessary in the interest of the safety and security of the public. ***Consistent Uses:*** To support decisions made by the Board regarding the determination of federal public service employees as being «designated» employees. ***Retention and Disposal Standards:*** Case files are retained for 10 years after case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained for 50 years and then transferred to the National Archives of Canada for archival purposes. ***PAC Number:*** 85-013 ***Related to PR#:*** SRB OSR 080 ***TBS Registration:*** 000779 ***Bank Number:*** SRB PCE 708

Objections to Managerial and Confidential Exclusions
Description: This bank contains submissions from employers to exclude employees from bargaining units, replies to submissions and decisions rendered by the Board. ***Class of Individuals:*** Individuals employed in a managerial and/or confidential capacity with the federal public service or with Parliament. ***Purpose:*** The purpose of this bank is to record, for determination by the Board, objections by bargaining agents to proposals of the employer to exclude employees from bargaining units on the grounds that they are employed in a managerial and/or confidential capacity. Effective June 1, 1993 as a result of amendments to the Public Service Staff Relations Act, positions rather than employees are to be proposed for exclusions on the grounds of managerial or confidential capacity. ***Consistent Uses:*** To support decisions made by the Board concerning the exclusion of persons from bargaining units. ***Retention and Disposal Standards:*** Files are retained for ten years after case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained for 50 years and then transferred to the National Archives of Canada for archival purposes. Approved exclusions are retained for two years from date of approval and then destroyed. ***PAC Number:*** 85-013 ***Related to PR#:*** SRB OSR 075 ***TBS Registration:*** 000773 ***Bank Number:*** SRB PCE 702

References of Grievances to Adjudication
Description: This bank contains Reference to Adjudication forms, copies of grievances, replies by employers at all levels of the grievance process, notice of hearings and/or decisions rendered by the Board. ***Class of Individuals:*** Individuals employed in the federal public service and parliamentary employees who have referred grievances to the Board. ***Purpose:*** The purpose of this bank is to record, for determination by a Board member adjudicator, grievances concerning alleged violations of provisions of collective agreements and those concerning major disciplinary actions and, effective June 1, 1993 as a result of amendments to the Public Service Staff Relations Act, termination of employment on grounds other than discipline. ***Consistent Uses:*** To support decisions made by the Board concerning adjudicable grievances. ***Retention and Disposal Standards:*** Case files are retained for 10 years after case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained for 50 years and then transferred to the National Archives of Canada for archival purposes. ***PAC Number:*** 85-013 ***Related to PR#:*** SRB OSR 065 ***TBS Registration:*** 000772 ***Bank Number:*** SRB PCE 701

Requests for Review of Decisions
Description: This bank contains requests to review Board decisions, replies to requests, notice of hearings and decisions rendered by the Board relating to the processing of requests. ***Class of Individuals:*** Individuals employed in the federal public service or Parliament who have filed with the Board a request to review, amend, alter or vary any decision made by the Board. ***Purpose:*** The purpose of this bank is to record, for determination by the Board, applications made pursuant to section 27 of the Public Service Staff Relations Act or section 17 of the Parliamentary Employment and Staff Relations Act for the Board to review, rescind, amend, alter or vary any decision or order made by it. ***Consistent Uses:*** To support decisions made by the Board concerning requests to review decisions. ***Retention and Disposal Standards:*** Case files are retained for 10 years after case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained for 50 years and then transferred to the National Archives of Canada for archival purposes. ***PAC Number:*** 85-013 ***Related to PR#:*** SRB OSR 050 ***TBS Registration:*** 000777 ***Bank Number:*** SRB PCE 706

Revocation of Certification of Bargaining Agents
Description: This bank contains applications for revocation of certification, replies to applications, notice of hearings and decisions rendered by the Board. ***Class of Individuals:*** Individuals employed in the federal public service or Parliament, who are considered part of a bargaining unit and who have forwarded applications to the Board for the revocation of certification of bargaining

agents. ***Purpose:*** The purpose of this bank is to record, for determination by the Board, applications made by persons under section 42 of the Public Service Staff Relations Act or section 29 of the Parliamentary Employment and Staff Relations Act for a declaration that the bargaining agent no longer represents a majority of employees in a particular bargaining unit. ***Consistent Uses:*** To support decisions of the Board concerning applications for revocation of certification of bargaining agents. ***Retention and Disposal Standards:*** Case files are retained for 10 years after case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained for 50 years and then transferred to the National Archives of Canada for archival purposes. ***PAC Number:*** 85-013 ***Related to PR#:*** SRB OSR 025 ***TBS Registration:*** 000775 ***Bank Number:*** SRB PCE 704

Particular Banks

Appointment of Arbitrators and Adjudicators
Description: This bank contains information relating to the appointment of individuals as arbitrators and adjudicators to the Board. ***Class of Individuals:*** Past and present arbitrators appointed by the Board and adjudicators appointed by Order-in-Council. ***Purpose:*** The purpose of this bank is to retain information on the appointment of individuals as arbitrators or adjudicators. ***Consistent Uses:*** This bank is used to record and provide information on appointees. ***Retention and Disposal Standards:*** Records are retained for 25 years. ***Related to PR#:*** SRB OSR 155 ***TBS Registration:*** 002186 ***Bank Number:*** SRB PPE 802

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Conflict of Interest and Post-Employment Code
Discipline
Employee Personnel Record
Employment Equity Program
Grievances
Identification and Building-Pass Cards
Occupational Safety and Health
Official Languages
Parking
Pay and Benefits
Performance Reviews and Employee Appraisals
Reliability Checks
Security Clearances
Staffing
Training and Development
Travel and Relocation

Public Works and Government Services Canada

Chapter 87

Central Banks

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act. In order to administer the Public Service pay, pension and benefits plans and to provide pension services to other organizations, the department maintains the following records:

– Ministerial Correspondence

– Subject files including administrative decisions and legal opinions

– Dental Plan Correspondence

– Payroll files for the Public Service and Royal Canadian Mounted Police

– Pension payment files for the Canadian Forces, Royal Canadian Mounted Police, Members of Parliament and Judges

Files are located in Ottawa-Hull and the regions.

Note: Access requests for individual payments and documents should be directed to the program department concerned.

Crown Housing Records
Description: This bank contains information relating to federal employees occupying or waiting to occupy Crown-owned or administered housing. ***Class of Individuals:*** Federal employees. ***Purpose:*** Information in this bank is used for the administration of federal living accommodation. ***Retention and Disposal Standards:*** This information is maintained for five years in the case of housing requirements and three years after termination in the case of specific occupancy records. ***PAC Number:*** 79-008 ***Related to PR#:*** PWC PWC 040 ***TBS Registration:*** 000713 ***Bank Number:*** PWGSC PCE 701

Insurance Application Cards
Description: This bank contains the locations, pay list numbers, dates of birth, coverage desired,

superannuation numbers and names of dependents insured, for all federal government employees and pensioners who are members of the various plans. Cards are maintained only for optional participants of Disability Insurance. ***Class of Individuals:*** All employees of the federal government and pensioners who are members of the various plans. ***Purpose:*** To provide coverage, verify eligibility and support claims under the Public Service Health Care Plan, the Public Service Management Insurance Plan, the Disability Insurance Plan and the Post-Retirement Life Insurance Plan. DND data held in DND PPE 859 Pension file. RCMP data held in CMP PPE 802 RCMP member service records. ***Retention and Disposal Standards:*** Records are destroyed one year after death of employee. ***PAC Number:*** 86-001 ***TBS Registration:*** 001375 ***Bank Number:*** PWGSC PCE 703

Public Service Pay Systems
Description: This bank contains information on pay, pension plan, allowances and deductions necessary for the disbursement of pay for federal government employees and pensioners. This bank also includes the personnel record identification number as well as contract numbers for effecting various deductions. The bank may also include garnishee orders or orders of attachment and orders for diversion of funds. ***Class of Individuals:*** Federal public servants. ***Purpose:*** The purpose of this bank is to make payment of salaries and allowances and to effect retention of deductions. The social insurance number is mandatory for identification purposes as required by the Income Tax Act and Regulations, by parts of the Canada Pension Plan, and the Unemployment Insurance Act and Regulations. ***Consistent Uses:*** Information enables the audit, reconciliation and validation of accounts. It is also used for reports, and in the verification of pay cheques and related statements, in the recovery of debts due the Crown and in the preparation of statistical reports and information sheets for related systems. ***Retention and Disposal Standards:*** Records for employees are destroyed when the employee has reached 70 years of age or one year after the employee's death. ***Related to PR#:*** SSC ROD 090 ***TBS Registration:*** 002596 ***Bank Number:*** PWGSC PCE 705

Public Service Pensions Data Bank
Description: This bank is composed of automated and manual files containing instruments of appointment, the vital statistics, documents, elections, notices, calculations, correspondence, service records, geographic locations, pension benefits, Supplementary Death Benefit (SDB) coverage and beneficiary documentation, insurance information, and data on the service deductions and recent payments issued for pensioners under the Public Service Superannuation Act and the Supplementary Retirement Benefits Act, for annuitants under old pension acts and for their survivors. ***Class of Individuals:*** Federal public servants and former federal public servants and their survivors under the Public Service Superannuation Act and annuitants under old pension acts. ***Purpose:*** To assess eligibility to contribute, to calculate cost of prior service, to store employment records, to calculate retirement and survivor pensions, to respond to enquiries, to issue pension payments, to inform recipients of changed pension entitlements or deductions, to collect financial information as evidence of financial hardship in order to adjust repayment scheme, to deduct and remit deductions and premiums to Revenue Canada, Revenue Quebec, underwriters, etc., to support mailing activities for insurances, Canada Savings Bonds, United Way, policy changes (equalization payments), medicare rebates, annual notice of pension increases and tax changes, etc., FSNA (pensioner associations), to determine dental plan eligibility, to determine SDB beneficiary and for statistical purposes. ***Consistent Uses:*** The information contained in this bank may be used for statistical research purposes, for employee benefit statements, for verifications of pension coverage with DND PPE 859 Pension file, RCMP PPE 802 RCMP Member Service Records and NHW PPU 155 Canada Pension Plan Computer Master Data bank, and Quebec Pension Plan, and for planning, implementing and evaluating government personnel policies relating to pensions and superannuation. ***Retention and Disposal Standards:*** Records are destroyed two years after all actions are completed. Processing tapes are reused within one year. ***PAC Number:*** 86-001 ***TBS Registration:*** 001374 ***Bank Number:*** PWGSC PCE 702

Workplace Day Care
Description: This standard bank contains information collected from employee surveys conducted by departments for the purpose of estimating employee demand for workplace day care and from workplace day care centre records for evaluating the workplace day care policy. Such information may include employee or user personal data, data on their children, anticipated demand for day care and probability and reasons for enroling a child in a department-sponsored workplace day care centre. ***Class of Individuals:*** All federal employees included in Schedule 1, Part 1 of the Public Service Staff Relations Act. ***Purpose:*** The bank is to be used to determine whether sufficient employer interest and demand exist to merit further consideration (viability study) by the department of the possibility of establishing a workplace day care centre. It will be used to determine the level of ongoing federal rental support for the workplace day care centre. It will also be used for the purposes of evaluating the day care centre policy. ***Consistent Uses:*** The information in this bank will be used for administrative and statistical purposes associated with the establishment of a day care centre. It will also be used for the evaluation and monitoring of the federal public service workplace day care policy. The information may be disclosed to Treasury Board, the department, an authorized committee of the department, a custodian department and the Board of Directors of the Day Care Centre. Together with the linked information from the files identified below, this information will form the basis for tabulations of the extent and type of employee day care users. ***Retention and Disposal Standards:*** The retention and disposal

period for this bank is yet to be established. ***TBS Registration:*** 000714 ***Bank Number:*** PWGSC PCE 706

Particular Banks

Parking
Description: Information held in this Bank includes employee name, address, telephone number, paylist number, Personal Record Identifier (PRI) number, car, make and model and license plate number. ***Class of Individuals:*** Federal employees ***Purpose:*** The information is gathered from employees wishing to apply for PWGSC parking. ***Consistent Uses:*** Information is required to commence, end or amend parking payroll deductions. ***Retention and Disposal Standards:*** Retained for three years following the employee cancelling or relinquishing parking privleges. ***Contact:*** Manager, Operations Support, Real Property Services Branch. ***TBS Registration:*** 003745 ***Bank Number:*** PWGSC PPE 810

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Conflict of Interest and Post-Employment Code
Discipline
Employee Assistance
Employee Personnel Record
Employment Equity Program
Grievances
Harassment
Identification and Building-Pass Cards
Incentive Awards
Occupational Safety and Health
Official Languages
Pay and Benefits
Performance Reviews and Employee Appraisals
Security Clearances
Staffing
Training and Development
Travel and Relocation
Vehicle, Ship, Boat and Aircraft Accidents

RCMP External Review Committee

Chapter 88

Particular Banks

RCMP Member Discharge and Demotion References
Description: This bank contains information on discharge and demotion of RCMP members where such process has been referred to the RCMP External Review Committee. Compulsory discharge material for misconduct and criminal offences may be located in ERC PPE 803 "RCMP Member Formal Discipline References". In addition to the requirements indicated on the Personnel Information Request Form, individuals must provide their full name and regimental number. Individuals wishing to access only specific information should identify the material divided to expedite the processing of their requests. ***Class of Individuals:*** Members of the RCMP who have been subject to discharge or demotion proceedings which have been referred to the RCMP External Review Committee. ***Purpose:*** The information is used by the RCMP External Review Committee in dealing with discharge or demotion cases referred to the Committee pursuant to the RCMP Act. ***Consistent Uses:*** The information may be used for research, planning, evaluation and statistical purposes. It may also be used in the dissemination of precedents, and in the preparation of reports pursuant to the RCMP Act. ***TBS Registration:*** 002874 ***Bank Number:*** ERC PPE 801

RCMP Member Discipline References
Description: This bank contains information on the formal discipline of RCMP members where such discipline has been referred to the RCMP External Review Committee pursuant to the RCMP Act. The information can include the following reports: cautionings, reprimands, adjudication board proceedings, appeals, boards and related correspondence; suspensions, quashed rulings, court decisions, correspondence concerning alleged misconduct, compulsory discharge material resulting from misconduct and criminal offences including boards, hearings and decisions. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and regimental number. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests. ***Class of Individuals:*** Members of the RCMP who have been the subject of formal disciplinary proceedings which have been referred to the RCMP External Review Committee. ***Purpose:*** The information is used by the RCMP Externai Review Committee in dealing with formal discipline cases referred to the Committee pursuant to the RCMP Act. ***Consistent Uses:*** The information may be used for research, planning, evaluation and statistical purposes. It may also be used in the dissemination of precedents,

and in the preparation of reports pursuant to the RCMP Act. ***TBS Registration:*** 002876 ***Bank Number:*** ERC PPE 803

RCMP Member Grievance References
Description: This bank contains information, forwarding comments, recommendations and decisions resulting from grievances submitted by members of the RCMP and referred to the RCMP External Review Committee. In addition to the requirements indicated on the Personal Information Request Form individuals must provide their full name and regimental number. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests. ***Class of Individuals:*** Members of the RCMP who have submitted grievances which have been referred to the RCMP External Review Committee. ***Purpose:*** The information is used by the RCMP External Review Committee in dealing with grievances referred to the Committee pursuant to the RCMP Act. ***Consistent Uses:*** The information may be used for research, planning, evaluation and statistical purposes. It may also be used in the dissemination of precedents, and in the preparation of reports pursuant to the RCMP Act. ***TBS Registration:*** 002875 ***Bank Number:*** ERC PPE 802

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Conflict of Interest and Post-Employment Code
Discipline
Employee Assistance
Employee Personnel Record
Employment Equity Program
Grievances
Identification and Building-Pass Cards
Incentive Awards
Official Languages
Parking
Pay and Benefits
Performance Reviews and Employee Appraisals
Harassment
Security Clearances
Staffing
Training and Development
Travel and Relocation
Vehicle, Ship, Boat and Aircraft Accidents

RCMP Public Complaints Commission

Chapter 89

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Conflict of Interest and Post-Employment Code
Discipline
Employee Assistance
Employee Personnel Record
Employment Equity Program
Grievances
Identification and Building-Pass Cards
Occupational Safety and Health
Official Languages
Parking
Pay and Benefits
Performance Reviews and Employee Appraisals
Security Clearances
Staffing
Training and Development
Travel and Relocation
Vehicle, Ship, Boat and Aircraft Accidents

Revenue Canada
Chapter 90

Particular Banks

Activity Management and Corporate Costing Systems
Description: Data contained in this bank pertains to weekly activities performed by each employee and includes data (in terms of time and cost) by activity, organization/operating budget, and project/case, plus non-compliance and unreported time/production reports. ***Class of Individuals:*** Individuals identified in this bank are all employees of Revenue Canada, as well as staff members who have been engaged under personal service contracts. ***Purpose:*** The purpose of this information bank is to maintain production utilization data, in terms of time and cost, on all continuing departmental employees as well as term/casual employees and staff members who have been engaged under personal service contracts. This bank is used to provide managers and management information systems with information regarding production time and cost of departmental employees and contract staff through a series of reports. An individual report containing one staff member's activities for the current fiscal year to date can be produced on request. Access will not be permitted without adequate proof of identification and/or authority. ***Retention and Disposal Standards:*** Records in this bank are maintained for two years. ***TBS Registration:*** 003544 ***Bank Number:*** RC PPE 811

Innovation and Excellence
Description: The bank includes information about Revenue Canada's recognition and awards program, Innovation and Excellence, which was implemented on April 1, 1992. This program was initiated under the aegis of the federal government's Incentive Award Plan. The information may include the name of the employee; a synopsis of the achievements or suggestion; the employee group, level and work location; and award value. ***Class of Individuals:*** Departmental employees who have contributed to the Suggestion Award program or have been nominated for a Special Award, a Long Service Award or a Minister's Award ***Purpose:*** To assist in the administration of Innovation and Excellence. ***Consistent Uses:*** This bank has not existed nationally since December 1993, although some local offices use it for local record keeping. Some records are maintained on file nationally. ***Retention and Disposal Standards:*** Local files should be kept for a period of 5 years then closed and destroyed; any file of a precedent setting nature must be transferred to Information Management Head Office Section; financial records should be kept for 5 years then destroyed. The standards for the Awards system will be elaborated upon implementation and accessibility of our Awards system by our representatives across Canada. ***TBS Registration:*** 003212 ***Bank Number:*** RC PPE 810

Internal Investigations
Description: This bank contains investigative reports and correspondence between departmental officials with respect to the confirmation or refutation of allegations against employees. ***Class of Individuals:*** Current or former employees of a Revenue Canada and associated members of the general public. ***Purpose:*** The purpose of this bank is to record all information concerning alleged or suspected malfeasance arising from employee involvement and members of the general public associated with them, in violations of Revenue Canada legislation or of other laws which could adversely affect the interests of the Department. The information is used to determine an appropriate course of action, including recovery of monies owed to the Crown, disciplinary action a gainst individuals or prosecution, and to comply with the Financial Administration Act, the Public Officers' Guarantee Regulations and the Public Service Terms and Conditions of Employment Regulations. ***Consistent Uses:*** Information maintained in this bank may be provided to the Royal Canadian Mounted Police, Enforcement/Investigation Agencies prescribed by other related laws and to the Department of Justice. ***Retention and Disposal Standards:*** Files are maintained for five years after cases are closed. ***PAC Number:*** 86-001 ***TBS Registration:*** 000004 ***Bank Number:*** RC PPE 813

Managerial and Confidential Exclusions
Description: Information in this bank includes the criteria on which the position is excluded, position number and title, organizational location, bargaining unit identification, effective date of the exclusion status of the position, the employee name, employee group and level, the effective date of the termination of union dues checkoff. The information with respect to the termination of union dues checkoff is attached to the employee personnel record. ***Class of Individuals:*** Employees of Revenue Canada occupying or have occupied a managerial or confidential excluded position. ***Purpose:*** The purpose of this bank is to maintain a complete listing of all managerial or confidential excluded positions in the Department. It is the only official record of such positions. ***Retention and Disposal Standards:*** Information is retained until the position is de-excluded. ***PAC Number:*** 86-001 ***TBS Registration:*** 000003 ***Bank Number:*** RC PPE 812

Personal Loan Cards
Description: This bank consists of cards maintained to record the issuance of equipment such as briefcases, portfolios, and portable calculators to departmental employees. The card was revised in 1986 to no longer include the social insurance number. All older cards that still contain the social insurance number will be purged from the system as the equipment is returned from loan and the cards completed. ***Class of Individuals:*** Employees of Revenue Canada. ***Purpose:*** To maintain control over the location of specific types of equipment.

Retention and Disposal Standards: Files are retained for two years after return of equipment. ***PAC Number:*** 78-001 ***TBS Registration:*** 001764 ***Bank Number:*** RC PPE 806

Revenue Canada Departmental Operations and Staff Matters Bank
Description: This information bank relates to the investigation of departmental employees emanating from allegations of fraud, defalcation, bribe, or breaches of conduct. Access will not be permitted without adequate proof of ident ification and/or the necessary authorization. ***Class of Individuals:*** Departmental employees who are, or who have been, under investigation for fraud, defalcation, bribe or breaches of conduct. ***Purpose:*** The information is compiled to carry out investigations of such employees. ***Retention and Disposal Standards:*** Records in this bank are retained for five years. ***TBS Registration:*** 002026 ***Bank Number:*** RC PPE 803

Revenue Canada Employee Classification Audit Report Files
Description: This bank contains information concerning all completed classification audits. This includes a record of interviews with employees whose positions were audited, findings of the audit, recommendations for corrective action and summary of final audit interview with management. Access will not be permitted without adequate proof of identification and/or the necessary authorization. ***Class of Individuals:*** Revenue Canada employees. ***Purpose:*** The purpose of the bank is to provide a record of all classification audits completed. ***Consistent Uses:*** It also provides management with required information on positions audited within the last two years. ***Retention and Disposal Standards:*** Records in this bank are maintained for a period of two years after completion of an audit. ***Related to PR#:*** RC MSB 918 ***TBS Registration:*** 002025 ***Bank Number:*** RC PPE 802

Revenue Canada Leave and Overtime Reporting System
Description: Data contained in this bank pertain to occurrences of leave, overtime, shiftwork and standby, by individual employee by fiscal year. Individuals identified in this bank are all employees of Revenue Canada with the exception of terms under three months. ***Class of Individuals:*** Employees of the Department ***Purpose:*** The purpose of this information bank is to maintain detailed leave, overtime, and shiftwork data on all continuing departmental employees, as well as term employees over six months, of district offices and head office. The bank is used to provide line managers with information regarding employees, in respect to overtime worked, and leave balances. It is also used to accumulate data for tape transmission via the Depart ment of Supply and Services to meet Treasury Board requirements for ALOSS reporting. An individual report, containing detailed information of leave and overtime activity, is available to individual employees on a scheduled basis. This report is also available on request. Access will not be permitted without adequate proof of identification and/or authority. ***Retention and Disposal Standards:*** Current year plus two. ***TBS Registration:*** 003543 ***Bank Number:*** RC PPE 804

Students' records of the Customs Inspector Recruit Training Program (C.I.R.T.P.)
Description: The data bank includes biographical information prepared by the student, exams completed by the students and the results. The file may occasionally include manuscript notes pertaining to performance or behaviour of the student while at the College. Course titles and dates of the particular training are to be quoted for access to information. ***Class of Individuals:*** Employees of Customs and Excise who are current or former students on the Customs and Excise Inspector Recruit Training Program. ***Purpose:*** The purpose of this bank is to maintain up-to-date the evolution of the student on this pass\fail training program. Also, this bank is to maintain records for reference purposes to evaluate performance and to assist in car eer planning and future work assignments. ***Retention and Disposal Standards:*** Records are retained for two (2) years after completion of the particular training. ***PAC Number:*** 86-001 ***TBS Registration:*** 000002 ***Bank Number:*** RC PPE 801

Supervisory In-Basket Exercise Results System
Description: Information in the bank includes Supervisory In-Basket Exercise results, date of test, last name, first name and initials, social insurance number or personal record identifier, sex, date of birth, home address, work and home telephone numbers, number of years of service, education, membership in designated employment equity groups and group and level of the candidates. ***Class of Individuals:*** Records in this bank apply to only those individuals who have written the Supervisory In-Basket Exercise for a staffing competition. Access will not be permitted without adequate proof of identification and/or authority. ***Purpose:*** This information bank was established to provide the Research and Development Section of the Human Resources Branch with a method of controlling the retest period, applying test results from one competition to another, analyzing test results and allowing for collection of follow-up data for research purposes. ***Retention and Disposal Standards:*** Records are retained indefinitely since test results may be valid indefinitely. ***TBS Registration:*** 003211 ***Bank Number:*** RC PPE 807

Word Processing Equipment Training Reports
Description: This bank relates to the training of departmental employees on word processing equipment and contains samples of the work performed during training, comments by the trainer, and a copy of the letter to the trainee's supervisor regarding the results of the training. This bank also contains a command summary. Access will not be permitted without adequate proof of identification and/or the necessary authorization. ***Class of Individuals:*** Employees of Revenue Canada. ***Purpose:*** This bank is used to provide a history of employees' training on word processing equipment. ***Retention and Disposal Standards:*** Records in the

bank are retained for five years. ***TBS Registration:*** 002027 ***Bank Number:*** RC PPE 805

Standard Banks

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Attendance and Leave
Conflict of Interest and Post-Employment Code
Discipline
Employee Assistance
Employee Personnel Record
Employment Equity Program
Grievances
Harassment
Identification and Building-Pass Cards
Incentive Awards
Occupational Safety and Health
Official Languages
Parking
Pay and Benefits
Performance Reviews and Employee Appraisals
Reliability Checks
Security Clearances
Staffing
Training and Development
Travel and Relocation
Vehicle, Ship, Boat and Aircraft Accidents

Royal Canadian Mint

Chapter 91

Particular Banks

Attendance and Leave
Description: This bank contains absence reports and leave applications, all of which include correspondence about the individual's attendance and leave. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems. ***Class of Individuals:*** Employees of the RCM. ***Purpose:*** The purpose of this bank is to support administration of employee attendance and leave within the RCM. ***Consistent Uses:*** To record attendance and authorize leave. The information is also used to support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism. ***Retention and Disposal Standards:*** Records are destroyed two years after the expiry of the fiscal year. ***TBS Registration:*** 002266 ***Bank Number:*** RCM PPE 805

Conflict of Interest
Description: This bank contains voluntary disclosures by employees concerning real, potential and apparent conflict of interest situations; and investigation reports and correspondence about apparent, potential and actual employee conflicts between the private interests or holdings of employees and their official duties. In addition, the bank contains information relating to post-employment situations which are not in the public or the Mint's interest. ***Class of Individuals:*** This information relates to Mint employees. ***Purpose:*** The purpose of this bank is to maintain information about apparent, potential and actual conflict of interest situations for employees of the Mint. ***Consistent Uses:*** To record apparent and potential conflicts of interest and post-employment concerns and to resolve any conflicts. ***Retention and Disposal Standards:*** Two years after the apparent or potential conflict of interest no longer exists or the actual conflict of interest has been resolved, the records are destroyed. ***TBS Registration:*** 003360 ***Bank Number:*** RCM PPE 802

Discipline
Description: This bank contains notices of disciplinary action and correspondence about employee misconduct; testimony by witnesses; legal opinions; investigations of possible misconduct and analysis reports of these investigations . It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record. ***Class of Individuals:*** Employees of the RCM. ***Purpose:*** The purpose of this bank is to maintain information used in disciplinary actions in the RCM and to determine the need for and nature of disciplinary actions. ***Consistent Uses:*** This information is used to support decisions on pay and benefits; attendance and leave; transfer, demotion and termination of employment. ***Retention and Disposal Standards:*** The retention period for notices of disciplinary action, including notices attached to the Employee Personnel Record, is that specified in applicable collective agreements or, where no such agreement exists, two years following the date of disciplinary action, provided no further disciplinary action has been recorded. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation concerning the action is

immediately destroyed. ***TBS Registration:*** 002269 ***Bank Number:*** RCM PPE 808

Employment Equity Program
Description: The bank contains personal information on employees such as education, work history and career aspirations, training and development, which is collected by means of questionnaires and/or interviews or compiled from employees' files or automated data systems. Respondents are asked to identify whether they are male or female; whether they are an aboriginal person, if they have a continuing or permanent physical disability, or form part of a visible minority. ***Class of Individuals:*** The information relates to employees of the RCM. ***Purpose:*** This bank provides documentation for the implementation of the employment equity policy at the Mint. Data is collected to provide a comprehensive picture of employees by sex and by target group status (e.g. women, aboriginal peoples and physically or mentally disabled persons), and, in some instances, by visible minority. ***Consistent Uses:*** This information is used to compile a personnel profile of employees and to compare the situation of target group members with non-target group members within the Mint and with their counterparts in the general labour market. The information gathered will be used for institutional purposes in the government's employment equity program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that target groups participate in and are equitably represented in the Mint. It may also be used for policy and planning purposes related to employment equity. ***Retention and Disposal Standards:*** The disposal criteria for this bank are to be established. ***TBS Registration:*** 003361 ***Bank Number:*** RCM PPE 803

Grievances
Description: This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances, and correspondence about grievances. ***Class of Individuals:*** Employees of the RCM. ***Purpose:*** The purpose of this bank is to record information used through all levels of the grievance procedure. ***Consistent Uses:*** Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels of the grievance procedure. ***Retention and Disposal Standards:*** Three years following date of resolution the records are destroyed. ***TBS Registration:*** 002268 ***Bank Number:*** RCM PPE 807

Labour Time Reporting – Computerized Employee Master File
Description: Information in this bank includes employee number, name, SIN, position, date of birth, start date, termination date, location, language, as well as accumulated worked days, vacation days and sick leave. ***Class of Individuals:*** Employees of the RCM. ***Purpose:*** The purpose of this bank is to update and report labour costs applicable to product costing and related personnel information. ***Consistent Uses:*** This information is used to provide gross pay data incurred by productive cost centres; gross labour expense transactions; to generate pay input data for the Royal Bank payroll system and to maintain permanent employee data. ***Retention and Disposal Standards:*** The information is retained for two years. Termination of this bank is indefinite. ***TBS Registration:*** 003362 ***Bank Number:*** RCM PPE 801

Official Languages
Description: This bank contains course enrolment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. Language examination, exemption and training records are attached to the Employee Personnel Record. ***Class of Individuals:*** Employees of the RCM. ***Purpose:*** The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal public service and Crown corporations, to document and support decisions pertaining to official languages qualifications and language testing and to document the training needs and accomplishments of employees. ***Consistent Uses:*** The information is used to support and document decisions concerning individual employees on staffing, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official languages programs. ***Retention and Disposal Standards:*** Two years after last documentation the records are destroyed. ***TBS Registration:*** 002267 ***Bank Number:*** RCM PPE 806

Performance Reviews and Employee Appraisals
Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skill, abilities, accomplishments and interests. ***Class of Individuals:*** Employees of the RCM. ***Purpose:*** The purpose of this bank is to maintain information regarding the level of performance of individual employees within the RCM, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, and terminations. ***Consistent Uses:*** This information is used to support decisions regarding promotions, transfers, demotion, discipline and termination of employment. ***Retention and Disposal Standards:*** Records are destroyed after three years. ***TBS Registration:*** 002270 ***Bank Number:*** RCM PPE 809

Staffing
Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications;

lists of candidates; staffing grievances documents; rating board assessments; including evaluation notes from staffing boards; examinations papers and test results; eligibility lists; offers of employment; notices to candidates; and corr espondence concerning staffing. Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. (N.B. Notations of staffing decisions may also appear in the Emp loyee Personnel Record.) ***Class of Individuals:*** Employees of the RCM and job applicants who are members of the general public. ***Purpose:*** This bank provides a record of the information used in staffing positions in the Royal Canadian Mint. ***Consistent Uses:*** To select candidates, staff positions and set up inventories of applicants for future reference. The information is also used in the course of grievance procedures relating to appointments and promotions. When requesting access, competition number, where applicable, should be quoted. ***Retention and Disposal Standards:*** The records are retained for two years after a staffing action is concluded, or two years after any other administration action, at which time the records are destroyed. ***TBS Registration:*** 002265 ***Bank Number:*** RCM PPE 804

Standard Banks

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Employee Assistance

Employee Personnel Record

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Parking

Pay and Benefits

Security Clearances

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Royal Canadian Mounted Police

Chapter 92

Particular Banks

Auxiliary Police

Description: This bank contains personal information on individuals who have served in the RCMP as auxiliary police. Information relates to engagement, service, and severance of auxiliary police constables attached to or serving with the RCMP. Activity reports and appraisals as well as security clearance information may also be included. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name, date of birth, type of work and location where they have served, to retrieve information. Serving members must indicate the location of the material they wish to access. Individuals wishing to access only certain information should identify the material desired to expedite the processing of their requests. ***Class of Individuals:*** Individuals who have applied for and served as auxiliary police. ***Purpose:*** Compiled in the employment process of applicants for auxiliary police. ***Consistent Uses:*** This bank is used to make decisions concerning continued service with the RCMP. This information may also be used for research, planning, evaluation and statistical purposes and may be matched with the following personal information banks: CMP PPU 065 (Security/Reliability Screening Records); CMP PPE 807 (RCMP General Administrative Records) and the Kit and Clothing System. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. ***Retention and Disposal Standards:*** Records within this bank are retained for a minimum of two calendar years following termination of employment. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. ***PAC Number:*** 69-164 ***Related to PR#:*** CMP CMP 918 ***TBS Registration:*** 001021 ***Bank Number:*** CMP PPE 809

Employment Equity Program

Description: This bank contains personal information on regular and civilian members, special constable members, and applicants to the RCMP for the purpose of determining the level of participation of visible minority groups in accordance with subsection 16(1) of the Canadian Human Rights Act (special program). Information includes whether a member or applicant is aboriginal, caucasian or non-caucasian; ethnicity, disability, if any. Information described in the employment equity program will be held at RCMP headquarters in Ottawa and is restricted to those dealing with employment equity programs. In addition to the requirements indicated on the Personal Information Request Form, members are asked to provide their full name and regimental number. RCMP applicants must provide their full name only. ***Class of Individuals:*** Regular, civilian and special constable members, and applicants to the RCMP. ***Purpose:*** Data is collected to provide a comprehensive picture of members by target group status (e.g., aboriginal people, handicapped

persons) and members of visible minority groups. This information is used to compile a personnel profile of members and applicants in order to identify the participation rates of target group members as compared with non-target group members, and to set goals for visible minority participation within the RCMP, under the authority of the employment equity Act. ***Consistent Uses:*** The information gathered will be used for institutional purposes in the government's employment equity program to identify and eliminate systemic discrimination in employment and to introduce measures to ensure that target groups participate, and are equitably represented, in the RCMP. It may be used for policy and planning purposes related to employment equity. This information may also be matched with the following information banks: CMP PPU 070 – (Applicants' Records); CMP PPU 090 – (Honours and Awards); CMP PPE 801 – (RCMP Member Personnel Records); CMP PPE 802 – (RCMP Member Service Records); CMP PPE 803 – (RCMP Member Transfer/Promotion Board Proceedings/Staffing Action Files/Officer, Candidates Assessment Board Proceedings); CMP PPE 804 – (RCMP Member Grievance Records); CMP PPE 805 – (RCMP Member Discipline and Quashed Discipline Records); CMP PPE 806 – (RCMP Member's Pay Records); CMP PPE 815 – (RCMP Member Conflict of Interest and Post Employment Code). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. ***Retention and Disposal Standards:*** Information in this bank may be maintained in hard copy files as well as automated format such as PARADE (Personnel Administration Research And Development). Records are retained for a minimum of three calendar years after the date of last correspondence. ***PAC Number:*** 86-001 ***TBS Registration:*** 002103 ***Bank Number:*** CMP PPE 818

Personnel Files on Municipal Employees Serving the RCMP

Description: The bank contains personal information on municipal employees who are working or who have worked for the RCMP under contractual agreement with the municipality concerned. Information in this bank provides a chronological overview of the individual's service in the RCMP, i.e.: personal history forms for employment, security screening data, starting salary, pay certificates, requests for raises or increments, sick and leave records, assessments and memoranda outlining the reasons for termination of employment. The social insurance number is collected pursuant to the Financial Administration Act. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name, date of birth, type of work and location where they have served to retrieve information of interest. Serving members must indicate the location of the material they wish to access. Individuals wishing to access only certain information should identify the material desired to expedite the processing of their requests. ***Class of Individuals:*** Individuals who have applied for and served the RCMP as municipal employees. ***Purpose:*** Compiled in the employment process of applicants. The social insurance number is collected for the purpose of maintaining financial employment records. ***Consistent Uses:*** This bank is used to make decisions on hiring and continued service. This information may be matched with the following information banks: CMP PPU 065 (Security/Reliability Screening Records); CMP PPE 807 (RCMP General Administrative Records). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. ***Retention and Disposal Standards:*** Records within this bank are retained for a minimum of two calendar years following termination of employment. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. ***PAC Number:*** 69-164 ***Related to PR#:*** CMP CMP 918 ***TBS Registration:*** 001023 ***Bank Number:*** CMP PPE 811

Police Casuals/Temporary Civilian Employees

Description: This bank contains personal information on individuals who are currently or who have served in the RCMP as police casuals. Information in this bank provides a chronological overview of the individual's service in the RCMP and contains application forms for employment, security screening data, salary information, assessments and memoranda outlining the reasons for termination of employment. The social insurance number is collected pursuant to the Financial Administration Act. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name, date of birth, type of work and location where they have served, to retrieve information. Serving members must indicate the location of the material they wish to access. Individuals wishing to access only certain information should identify the material desired to expedite the processing of their requests. ***Class of Individuals:*** Individuals who have applied for and served as police casuals/temporary civilian employees. ***Purpose:*** Compiled in the employment process of applicants for police casual/temporary civilian employees. The social insurance number is collected for the purpose of maintaining financial employment records. ***Consistent Uses:*** This bank is used to make decisions on hiring, pay, postings and continued service. This information may also be used for research, planning, evaluation and statistical purposes and may be matched with the following personal information banks: CMP PPU 065 (Security/Reliability Screening Records). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. ***Retention and Disposal Standards:*** Records within this bank are retained for a minimum of one calendar year following termination of employment at the headquarters of the division in which they are employed, and then, they are subsequently transferred to the National Archives of Canada, National Personnel Records Centre for retention until the subject of the file reaches the age of 80 years. ***PAC Number:***

69-164 ***Related to PR#:*** CMP CMP 918 ***TBS Registration:*** 001022 ***Bank Number:*** CMP PPE 810

RCMP General Administrative Records

Description: This bank contains records and related correspondence on the acquisition, issue and disposition of RCMP uniforms and equipment, service revolver registrations, identification cards, building passes and parking permits. This bank also contains information relative to other miscellaneous matters where some benefit or privilege may be granted or refused by the RCMP. Because of the nature of general administrative records, information within this bank is not always carded or indexed to an individual. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide sufficient detail of their original contact with the RCMP including the approximate date, geographic location, regimental number and nature of benefit or privilege involved. Serving members must indicate the location of the material they wish to access. ***Class of Individuals:*** This bank contains personal information on individuals who are or have been employed by the RCMP under a contract of services or a contract for services. ***Purpose:*** This information is used for the internal administration of the RCMP. ***Consistent Uses:*** This information is also used for research, planning, evaluation and statistical analysis and may be matched with the following information banks: RCMP Member's Pay Records (CMP PPE 806), clothing and kit System and RCMP Parade System as a locator. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. ***Retention and Disposal Standards:*** These records are retained for a minimum of two calendar years after the date of last correspondence. In the case of Kit and Clothing, the records are retained for twelve months after the transaction took place and retained on backup tape for an additional four years, after which it is disposed of. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. ***PAC Number:*** 78-001 ***Related to PR#:*** CMP CMP 918 ***TBS Registration:*** 001019 ***Bank Number:*** CMP PPE 807

RCMP Member Conflict of Interest and Post Employment Code

Description: The bank will contain documents indicating that a member has requested permission as per Commissioner's Standing Orders to participate in an outside activity. Also included are investigations reports and correspondence dealing about potential and actual conflicts between the private interest of a member and the member's official duties and responsibilities. ***Class of Individuals:*** All members of the RCMP. ***Purpose:*** The purpose of this bank is to identify potential and actual conflict of interest situations for members of the RCMP, to record potential conflicts of interest. ***Consistent Uses:*** The information is used to resolve situations of potential and actual conflicts of interest and to support decisions on transfers, discipline and termination of employment, if conflict of interest exists. It also enables designated officials to determine whether a former member to whom post employment compliance measures apply is in compliance. This has an impact on a current member's ability to deal with the former member. This information may also be matched with the following information banks: CMP PPU 070 – (Applicants' Records); CMP PPU 090 – (Honours and Awards); CMP PPE 801 – (RCMP Member Personnel Records); CMP PPE 802 – (RCMP Member Service Records); CMP PPE 803 – (RCMP Member Transfer/Promotion Board Proceedings/Staffing Action Files/Officer, Candidates Assessment Board Proceedings); CMP PPE 804 – (RCMP Member Grievance Records); CMP PPE 805 – (RCMP Member Discipline and Quashed Discipline Records); CMP PPE 806 – (RCMP Member's Pay Records); CMP PPE 818 -(Employment Equity Program). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. ***Retention and Disposal Standards:*** Records are retained by the RCMP for the duration of employment plus two years, after which time records are destroyed. ***PAC Number:*** 86-001 ***TBS Registration:*** 002102 ***Bank Number:*** CMP PPE 815

RCMP Member Discipline and Quashed Discipline Records

Description: This bank contains personal information on regular and civilian members as well as special constable members, who are currently or who have served in the RCMP and who have been the subject of disciplinary action or misconduct. Discipline and quashed discipline files can contain the following service investigation and Code of Conduct (Part IV) investigations reports which warrant disciplinary action being taken: cautionings, warnings, service court and adjudication board proceedings, formal and informal disciplinary action, appeals, boards and related correspondence: suspensions; quashed rulings; records relating to statutory offenses by members including investigations dealing with complaints from the public which have resulted in discipline against a member may be located in bank CMP PPU 085; court decisions and appeals; correspondence concerning alleged misconduct: compulsory discharge material resulting from misconduct and criminal offenses including boards, hearings and decisions. Compulsory discharge material for reasons other than misconduct and criminal offenses may be located in Bank CMP PPE 801, RCMP Member Personnel Records or CMP PPE 802 – RCMP Member Service Records. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and regimental number. Serving members must indicate the location of the material they wish to access. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests. Information in this bank may be maintained in hard copy files as well as in automated forms such as the RCMP Office Support System (ROSS). ***Class of***

Individuals: Regular and civilian members, as well as special constable members, who are currently or who have served in the RCMP and who have been the subject of disciplinary action or misconduct. ***Purpose:*** This bank is used to make decisions concerning suspensions, cautionings, warnings, service court punishments, adjudication board sanctions, formal and informal disciplinary action, fines, shortcomings, discharges, demotions, postings, promotions, continued service, appeals, civil actions, criminal actions, investigations, eligibility for medical treatment and pensions. ***Consistent Uses:*** The RCMP External Review Committee and the RCMP Public Complaints Commission may use the information respectively to inquire into grievances and investigate complaints against the RCMP or its members. Disciplinary measures taken against a member following a complaint of harassment may be disclosed to the complainant in the case of a founded complaint. This information may also be used for research, planning, evaluation and statistical purposes and may be matched with the following information banks: CMP PPU 070 -(Applicants' Records); CMP PPU 090 – (Honours and Awards); CMP PPE 801 – (RCMP Member Personnel Records); CMP PPE 802 – (RCMP Member Service Records); CMP PPE 804 – (RCMP Member Grievance Records); CMP PPE 806 – (RCMP Member's Pay Records); CMP PPE 815 – (RCMP Member Conflict of Interest and Post Employment Code); and CMP PPE 818 – (Employment Equity Program). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act.. ***Retention and Disposal Standards:*** These files are retained by the RCMP at least until the subject of the file reaches the age of 70 years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. ***PAC Number:*** 69-164 ***Related to PR#:*** CMP CMP 926 ***TBS Registration:*** 001017 ***Bank Number:*** CMP PPE 805

RCMP Member Grievance Records

Description: This bank contains information, forwarding comments and final decisions resulting from formal grievances submitted by regular and civilian members as well as special constable members of the RCMP. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and regimental number. Serving members must indicate their division. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests. Information in this bank may be maintained in hard copy files as well as in automated forms such as the RCMP Office Support System (ROSS). ***Class of Individuals:*** This bank contains information on regular and civilian members who have submitted formal grievances relating to some aspect of their service with the RCMP. ***Purpose:*** This information is used by the RCMP in resolving grievances and appeals which are submitted under Part III of the RCMP Act or under an alternative process of redress allowed by that part. ***Consistent Uses:*** This information may also be used for research, training, planning, evaluation and statistical purposes and by the RCMP External Review Committee to inquire into grievances. This information may be matched with the following information banks: CMP PPU 070 – (Applicants' Records); CMP PPU 090 – (Honours and Awards); CMP PPE 801 – (RCMP Member Personnel Records); CMP PPE 802 – (RCMP Member Service Records); CMP PPE 803 – (RCMP Member Transfer/Promotion Board Proceedings/Staffing Action Files/Officer, Candidates Assessment Board Proceedings); CMP PPE 805 – (RCMP Member Discipline and Quashed Discipline Records); CMP PPE 806 – (RCMP Member's Pay Records); CMP PPE 815 – (RCMP Member Conflict of Interest and Post Employment Code) and CMP PPE 818 – (Employment Equity Program). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. ***Retention and Disposal Standards:*** Files in this bank are destroyed five years after the grievance is concluded. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. ***PAC Number:*** 69-164 ***Related to PR#:*** CMP CMP 926 ***TBS Registration:*** 001016 ***Bank Number:*** CMP PPE 804

RCMP Member Medical Records

Description: This bank contains personal information on individuals who are currently or who have served in the RCMP as regular members, special constable members, or civilian members. Information in this bank provides an overview of the member's medical history while employed by the RCMP or after being discharged where the member continues to receive medical treatment at public expense. Medical records contain correspondence, reports and forms dealing with hospitalization, surgery, medical and dental services, psychiatric and/or psychological testing, physical fitness testing and results, services under the Member Assistance Program and treatment provided to members; their medical categories, and reports dealing with injuries and medical conditions incurred during service. It may also contain information on the medical condition of members' immediate families or immediate relatives. The social insurance number may also be included on medical records/documents received from the Department of National Defence Canadian Forces Medical Services on members who have received medical treatment/services from that department. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and regimental number. Serving members must indicate the location of the material they wish to access. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests. Medical information may also be included in the Personal

Information Index under the Department of Veteran Affairs. ***Class of Individuals:*** Serving and former regular members, special constable members and civilian members of the RCMP and their immediate families or immediate relatives. ***Purpose:*** To assess suitability to perform duties as a member of the RCMP and make recommendations for posting, promotion and continued service of regular members, special Constable Members and civilian members where their mental or physical condition is a determining factor: entitlement to sick leave; and eligibility for insurance coverage. They provide a composite record of physical/mental conditions, injuries and treatment that might not otherwise be available to medical and dental practitioners because of the mobility of RCMP members; to support applications for disability benefits in respect of injury or death during service under the RCMP Superannuation Act, section 27, or under the RCMP Pension Continuation Act, section 5; may be also used for research, planning, evaluation and statistical analysis. Information on families or relatives is used to determine suitability for posting in certain geographic areas when they accompany the member and/or compassionate postings based on medical grounds. While the social insurance number is not required by and/or used by the RCMP, the Canadian Forces Medical Services require it for patient identification and accounting purposes. ***Consistent Uses:*** Medical files are used by the Director Health Services (DHS) or Health Services Officers (HSO) to assess members' suitability to perform various duties; make recommendations for posting, promotion and continued service of members where their physical or mental condition is a determining factor; determine entitlement to treatment and sick leave benefits; eligibility for insurance coverage: determine eligibility for a disability pension awarded by Canadian Pension Commission (Reference: RCMP Superannuation Act, section 27, RCMP Pension Continuation Act, section 5) and to determine suitability for posting when medical condition is a consideration. Information may be disclosed to a commanding officer or appropriate officer where, in the opinion of an HSO or DHS exceptional circumstances exist or where the safety of the public or co-workers may be jeopardized, to medical practitioners for continuity of treatment, to physicians and psychologists appointed as a Medical Board and to the administrator of the dental program. This information may also be used for research, planning, evaluation and statistical analysis and may be used for linking with the following system: RCMP PARADE, FARS and HSIS: All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. ***Retention and Disposal Standards:*** Records are retained at least until file subject reaches 100 years of age. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. ***PAC Number:*** 69-164 ***Related to PR#:*** CMP CMP 922 ***TBS Registration:*** 001020 ***Bank Number:*** CMP PPE 808

RCMP Member Personnel Records

Description: Information in this bank provides an overview of the member's service. The file contains such material as basic recruit training results (LAN computer system), training assessments, recommendations for promotion and transfer, personal interview reports and appraisal reports, PARADE personal record (form 816), information pertaining to personnel gathered during the Officer candidate program, guidance and advice, outstanding debts, compassionate transfers, commendations, awards, notification of shortcomings and related documents, language results, linguistic profiles. Also contained in this bank is compulsory discharge/demotion material in the case where a member of the RCMP is discharged/demoted for unsatisfactory job performance. Training assessments may also be maintained in bank CMP PPU 080. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and regimental number. Serving members must indicate the location of the material they wish to access. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests. As well, supplementary files are also retained at Headquarters and divisions on individuals who have successfully completed an undercover course and have been given by Headquarters an Operator's number. If you wish to access these records, advise as to whether you were trained as an undercover operator and/or given an operator number. Also indicate in which Division/Unit the records are retained. Information in this bank may be maintained in hard copy files as well as in automated forms such as the Official languages Information System (OLIS), the RCMP Office Support System (ROSS). ***Class of Individuals:*** This bank contains personal information on individuals who are currently or who have served in the RCMP as regular, civilian, reserve or special constable members. ***Purpose:*** The bank is used to make decisions on promotion, postings and continued service. ***Consistent Uses:*** This information may also be used for research, planning, evaluation and statistical analysis and may be matched with the following information banks: CMP PPU 070 – (Applicants' Records); CMP PPU 090 – (Honours and Awards); CMP PPE 802 – (RCMP Member Service Records); CMP PPE 803 – (RCMP Member Transfer/Promotion Board Proceedings/Staffing Action Files/Officer, Candidates Assessment Board Proceedings); CMP PPE 804 – (RCMP Member Grievance Records); CMP PPE 805 – (RCMP Member Discipline and Quashed Discipline Records); CMP PPE 806 – (RCMP Member's Pay Records); CMP PPE 815 – (RCMP Member Conflict of Interest and Post Employment Code) and CMP PPE 818 – (Employment Equity Program). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. ***Retention and Disposal Standards:*** These files are retained by the RCMP at least until the subject of the file reaches the age of 100 years. Where the record has been designated as having archival or historical value, the

record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. ***PAC Number:*** 69-164 ***Related to PR#:*** CMP CMP 918 ***TBS Registration:*** 001013 ***Bank Number:*** CMP PPE 801

RCMP Member Service Records
Description: Information in this bank provides a chronological overview of the member's service. The file contains such things as application and engagement documents, transfer and change notices, personal certificates, insurance coverage, statements of injuries and disabilities by members and witnesses, pensions and discharge documents, warrants of appointment, Certificate of Security Clearance as well as the social insurance number, obtained under the authority of federal legislation to administer the Canada Pension Plan, the Unemployment Insurance Act, and the Income Tax Act. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and regimental number. Serving members must indicate the location of the material they wish to access. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests. ***Class of Individuals:*** This bank contains personal information on individuals who are currently or who have served in the RCMP as regular, civilian, reserve or special constable members. ***Purpose:*** This information, including social insurance numbers, is used for the internal administration of the RCMP and its benefit program. ***Consistent Uses:*** This information may be used for research, planning, evaluation and statistical purposes. CMP PPU 070 – (Applicants' Records); CMP PPU 090 – (Honours and Awards); CMP PPE 801 – (RCMP Member Personnel Records); CMP PPE 803 – (RCMP Member Transfer/Promotion Board Proceedings/Staffing Action Files/Officer, Candidates Assessment Board Proceedings); CMP PPE 804 – (RCMP Member Grievance Records); CMP PPE 805 – (RCMP Member Discipline and Quashed Discipline Records); CMP PPE 806 – (RCMP Member's Pay Records); CMP PPE 815 – (RCMP Member Conflict of Interest and Post Employment Code) and CMP PPE 818 – (Employment Equity Program). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. Information is supplied to the Department of Supply and Services to provide and account for pension funds and specified insurance claims, records of which are maintained in personal information banks under the Department of Supply and Services. It may also be used to support applications for disability benefits in respect of injury or death on service under the RCMP Superannuation Act, section 27, or under the RCMP Pension Continuation Act, section 5. Assessments and evaluations concerning pensions for disability or death are maintained in personal information banks under the Department of Veterans Affairs and must be accessed through that department. ***Retention and Disposal Standards:*** Information in this bank is retained at least until the subject of the file reaches the age of 100 years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. ***PAC Number:*** 69-164 ***Related to PR#:*** CMP CMP 918 ***TBS Registration:*** 001014 ***Bank Number:*** CMP PPE 802

RCMP Member Transfer/Promotion Board Proceedings/Staffing Action Files/Officer Candidates Assessment Board Proceedings
Description: This bank contains career resumes, performance indicators,recommendations of Transfer/Promotion Boards or assessment boards, results of promotional exams and promotional boards interviews,data on positions being staffed, personnel selection comparison charts and job descriptions. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and regimental number. Serving members must indicate their division. The following information concerning the position for which staffing action was taken is also required: division/directorate, function, year and if possible, unit. For officer candidates, the date of the Officer Candidate Assessment Board must be provided. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests. Information in this bank may be maintained in hard copy files as well as in automated forms such as "The test information bank". ***Class of Individuals:*** Information in this category is maintained on all constables, non-commissioned officers, special constables, special constable members and civilian members who wrote the promotional exams and/or appeared before a Promotional Board or who have been considered for lateral or promotional transfers by Transfer/Promotion Boards or who have appeared before Officer Candidate Assessment Boards for commissioned rank and all officers, civilian members and special constables, special constable members or officer equivalent who have been considered for promotion by the Commissioner or his delegate. ***Purpose:*** This information is used to select candidates for promotion and appointment to commissioned rank and staff positions in review of Grievances arising from these actions. ***Consistent Uses:*** This information may also be used for research, planning, evaluation and statistical purposes and may be matched with the following information banks: CMP PPU 070 – (Applicants' Records); CMP PPU 090 – (Honours and Awards); CMP PPE 801 – (RCMP Member Personnel Records); CMP PPE 802 – (RCMP Member Service Records); CMP PPE 804 – (RCMP Member Grievance Records); CMP PPE 805 – (RCMP Member Discipline and Quashed Discipline Records); CMP PPE 806 – (RCMP Member's Pay Records); CMP PPE 815 – (RCMP Member Conflict of Interest and Post Employment Code) and CMP PPE 818 – (Employment Equity Program). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. ***Retention and Disposal Standards:*** Records in this category are

maintained for a minimum of five years after the date of the last correspondence. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. ***PAC Number:*** 69-164 ***Related to PR#:*** CMP CMP 920 ***TBS Registration:*** 001015 ***Bank Number:*** CMP PPE 803

RCMP Member's Pay Records
Description: Information in this bank provides a chronological overview of the member's pay, allowances, overtime, deductions, Benefit Trust Fund requests records and related matters, including correspondence with the Department of Supply and Services which operates the service payroll system. The social insurance number is used and therefore recorded in this bank as requested by Revenue Canada. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and regimental number. Serving members must indicate the location of the material they wish to access. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests. Information in this bank may be maintained in hard copy files as well as in automated forms such as the Living Accommodation Charges Directives System (LACDS). ***Class of Individuals:*** This bank contains personal information on individuals who are currently or who have served in the RCMP as employees other than Public Service employees. ***Purpose:*** This information is used for the internal administration of the RCMP and its benefit program. A mailing list is maintained in conjunction with Department of Supply and Services for pension purposes. The social insurance number is used in the reporting of earnings and deductions on T-4 and Slip 1 forms. This data is eventually passed on to Health and Welfare Canada for the administration of the Canada Pension Plan. ***Consistent Uses:*** This information is also used for auditing, research, planning, evaluation and statistical analysis and may be matched with the following information banks: RCMP Member Grievance Records (CMP PPE 804); RCMP Member Personnel Records (CMP PPE 801); RCMP Member Service Records (CMP PPE 802); Zyindex a retrieval system used to store data regarding previous incidents of relocation and travel requests. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. ***Retention and Disposal Standards:*** Pay records are retained by the RCMP at least until the subject of the file reaches the age of 70 years. The Benefit Trust Fund requests records are retained by the RCMP for six fiscal years after final payment and for two fiscal years if the request is not approved. The relocation records are retained by the RCMP for a period of four years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. ***PAC Number:*** 78-001 ***Related to PR#:*** CMP CMP 925 ***TBS Registration:*** 001018 ***Bank Number:*** CMP PPE 806

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Conflict of Interest and Post-Employment Code
Discipline
Employee Assistance
Employee Personnel Record
Employment Equity Program
Grievances
Harassment
Identification and Building-Pass Cards
Occupational Safety and Health
Official Languages
Parking
Pay and Benefits
Performance Reviews and Employee Appraisals
Security Clearances
Staffing
Training and Development
Travel and Relocation
Vehicle, Ship, Boat and Aircraft Accidents

Security Intelligence Review Committee
Chapter 93

Particular Banks

Personal Services Contracts
Description: This bank contains information on individuals who have signed personal services contracts with the Committee. the bank may contain information on the qualifications and work experience of the contractor, letters of reference, and details of the contract. ***Class of Individuals:*** Individuals who currently have, or formerly had, a contract with the Committee. ***Purpose:*** The purpose of this bank is to maintain a record of accepted tenders for research contracts, and

to issue contracts. ***Consistent Uses:*** The information may be used to determine terms of payments, contract extension or renewal, and other decisions pertaining to the contract. ***Retention and Disposal Standards:*** Files have been retained since the establishment of the Committee in 1984. ***TBS Registration:*** 003017 ***Bank Number:*** SIR PPE 803

Records
This bank contains personal information on individuals who are currently, or have been, employees of the Security Intelligence Review Committee, with respect to such material as personal evaluation forms, career résumés and job descriptions. This bank also contains correspondence relating to the administration of pay and benefits. The information was obtained to make decisions concerning hiring, promoting, transfers and continued service, and also to provide documentation for the administration of pay and benefits to Committee employees. Consistent uses are for planning, evaluation and statistical analysis and for the administration of the pay and benefits of Committee employees. ***Bank Number:*** SIR PPE 801

Social Sciences and Humanities Research Council of Canada

Chapter 94

Particular Banks

Staffing
Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; examinations papers and test results; eligibility lists; offers of employment; notices to candidates; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. (N.B. Notation of staffing decisions may also appear in the Employee Personnel Record.) ***Class of Individuals:*** Employees of Council and candidates for employment with Council. ***Purpose:*** The information is used to select candidates and staff positions. ***Retention and Disposal Standards:*** Information is retained for two years. ***PAC Number:*** 81-028 ***TBS Registration:*** 002434 ***Bank Number:*** SHR PPU 802

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Access Request Data Bank
Attendance and Leave
Conflict of Interest and Post-Employment Code
Discipline
Employee Assistance
Employee Personnel Record
Employment Equity Program
Grievances
Harassment
Identification and Building-Pass Cards
Incentive Awards
Occupational Safety and Health
Official Languages
Parking
Pay and Benefits
Performance Reviews and Employee Appraisals
Reliability Checks
Security Clearances
Training and Development
Travel and Relocation
Vehicle, Ship, Boat and Aircraft Accidents

Solicitor General Canada, Ministry Secretariat
Chapter 95

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Conflict of Interest and Post-Employment Code
Employee Personnel Record
Employment Equity Program
Grievances
Harassment
Identification and Building-Pass Cards
Official Languages
Parking
Pay and Benefits
Performance Reviews and Employee Appraisals
Reliability Checks
Security Clearances
Staffing
Training and Development
Travel and Relocation
Vehicle, Ship, Boat and Aircraft Accidents

St-Lawrence Seaway Authority, (The)
Chapter 96

Particular Banks

Bridge Passes
Description: The purpose of this bank is to maintain a record of the names of individuals, etc., to whom a bridge pass has been issued. The bank also records pass usage. ***Class of Individuals:*** Employees. ***Retention and Disposal Standards:*** Five years after cancelation or non-renewal. ***TBS Registration:*** 000641 ***Bank Number:*** SLS PPE 801

Check-off union dues
Description: The Bank provides a detailed yearly report related to union dues deductions. ***Class of Individuals:*** Unionized employees of the institution. ***Purpose:*** The purpose is to establish the amount of union dues that will be paid by each employees who are unionized with "The Canadian Brotherhood of Railway, Transport and General Workers" (CBRT & GW) during a year following a general salary increase. ***Consistent Uses:*** The information is forwarded to the CBRT & GW for the purpose described above. ***Retention and Disposal Standards:*** Two years. ***TBS Registration:*** 002829 ***Bank Number:*** SLS PPE 805

Confederation-Life Insurance Reports
Description: This bank contains individual Seaway employee data related to insurance coverage matters. ***Class of Individuals:*** Employees of the institution. ***Purpose:*** The Confederation Life Insurance Company uses the information to establish the monthly premiums of the life, major medical and long term disability insurances. ***Consistent Uses:*** See "Purpose" above. ***Retention and Disposal Standards:*** Two years. ***TBS Registration:*** 002830 ***Bank Number:*** SLS PPE 806

Conflict of Interest
Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties. ***Class of Individuals:*** Departmental employees. ***Purpose:*** The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest. ***Consistent Uses:*** To support decisions on transfers, discipline and termination of employment. ***Retention and Disposal Standards:*** Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed. ***PAC Number:*** 85-001 ***TBS Registration:*** 000663 ***Bank Number:*** SLS PPE 802

Grievances
Description: This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances, and correspondence about grievances. ***Class of Individuals:*** Employees of the institution. ***Purpose:*** The purpose of this bank is to record information used in the grievance process through all levels up to and including arbitration. ***Consistent Uses:*** Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process, up to and including arbitration. ***Retention and Disposal***

Standards: Three years following date of resolution or date of decision by the arbitrator, the records are destroyed. ***PAC Number:*** 85-001 ***TBS Registration:*** 000651 ***Bank Number:*** SLS PPE 803

Incentive Awards
Description: This bank includes information on employees who have been identified for awards under the Federal Government's Incentive Award Plan (long service) and the Institution's Award Program (long service). Such information may include an employee number and date of entry. This bank also contains records of recipients of long service awards. ***Class of Individuals:*** Employees of the institution. ***Purpose:*** To identify individuals for awards under the Federal Government's incentive awards plan (long service) and the institution's awards program (long service). ***Consistent Uses:*** See "Purpose" above. ***Retention and Disposal Standards:*** Operational files are kept for a minimum of two years then destroyed; financial files for six years then destroyed; and precedent setting files for 15 years then destroyed. ***TBS Registration:*** 002828 ***Bank Number:*** SLS PPE 804

Pension Plan Records
Description: The bank contains individual data pertaining to the Pension Plan. ***Class of Individuals:*** Employees of the institution. ***Purpose:*** The purpose is to report total remittances to superannuation fund during the year based on employee deduction. ***Consistent Uses:*** The Department of Supply and Services, Superannuation Branch, insures that total deductions balance with total remittance. ***Retention and Disposal Standards:*** Seven years. ***TBS Registration:*** 002831 ***Bank Number:*** SLS PPE 807

Taxation Records
Description: The bank contains individual Seaway active and some retired employees data related to salary and various deductions including taxes. ***Class of Individuals:*** Active and retired employees of the institution. ***Purpose:*** The purpose is to comply with Revenue Canada requirements. ***Consistent Uses:*** To determine individual Income and Taxes. ***Retention and Disposal Standards:*** Six years. ***TBS Registration:*** 002832 ***Bank Number:*** SLS PPE 808

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Discipline
Employee Assistance
Employee Personnel Record
Employment Equity Program
Harassment
Identification and Building-Pass Cards
Occupational Safety and Health
Official Languages
Pay and Benefits
Performance Reviews and Employee Appraisals
Security Clearances
Staffing
Training and Development
Travel and Relocation
Vehicle, Ship, Boat and Aircraft Accidents

Standards Council of Canada

Chapter 97

Particular Banks

Attendance and Leave
Description: This bank contains absence reports and leave applications as well as physicians' certificates associated with sick leave. The information exists in automated form in personnel databases. ***Class of Individuals:*** Standards Council of Canada employees. ***Purpose:*** Information is obtained for the administration of employee attendance and leave. ***Consistent Uses:*** To record attendance and authorize leave. To support decisions on pay and benefits such as those concerning leave and termination of employment. ***Retention and Disposal Standards:*** The records are destroyed two years after expiry of fiscal year. ***Related to PR#:*** SDC AFB 903 ***TBS Registration:*** 003025 ***Bank Number:*** SDC PPE 002

Conflict of Interest and Post-Employment Code
Description: This bank contains (1) Employee Certification Documents indicating that an employee has read and understood the Code of the Standards Council of Canada (SCC) and agrees to observe the Code as a condition of employment and indicating whether or not an employee has assets or liabilities identified in section 6, participates in activities specified in section 14 of the Code of SCC; (2) Confidential Reports of assets, liabilities and participation in outside activities subject to confidential reporting in accordance with the Conflict of Interest and Post-Employment Code for SCC. ***Class of Individuals:*** Employees of SCC. ***Purpose:*** The purpose

of this bank is to maintain information (1) as to whether an employee has read and understood the Code of the SCC and agreed to observe it as a condition of employment; (2) about potential and actual conflict of interest situations for employees of SCC; (3) to record potential conflicts of interest; and (4) to record any post-employment compliance action required of the employee, including decisions reducing the limitation period. ***Consistent Uses:*** To resolve situations of potential and actual conflicts of interest. ***Retention and Disposal Standards:*** Records are retained by the employing institution to which the Certification Document and Confidential Report were submitted for the duration of employment plus two years, after which the records are destroyed. ***Related to PR#:*** SCC AFB 903 ***TBS Registration:*** 003209 ***Bank Number:*** SDC PPE 005

Employee Personnel Record

Description: This bank provides a summary record of an individual's employment with the Standards Council of Canada. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages and discipline, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, layoffs and tenure; classification, including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included where applicable is information concerning military service, including periods and areas of service; professional achievements, including publications, patents and awards; passports; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and reliability checks. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above. ***Class of Individuals:*** Employees of the institution. ***Purpose:*** To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation. ***Consistent Uses:*** To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline, as well as to verify employment references. Information is also provided to various provincial health insurance plans; to group insurers, where applicable; and to National Health and Welfare for pension purposes. ***Retention and Disposal Standards:*** Retained by the current employing institution for the duration of employment plus one year, and then transferred to the control of National Archives. The information is destroyed when the individual reaches the age of 70, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the National Archivist of Canada to be of historical interest or archival value, are retained permanently by the National Archives of Canada. ***TBS Registration:*** 003027 ***Bank Number:*** SDC PPE 004

Reliability Checks

Description: This bank contains information gathered by the institution in conducting reliability checks on individuals applying for work within the institution by way of appointment in accordance with the Security Policy of the Government of Canada. The bank includes certification data of educational qualifications, employment, criminal records and reference checks. ***Class of Individuals:*** Successful candidates who have applied for work within the institution, by way of appointment. ***Purpose:*** To confirm identity and determine whether individuals can be trusted to carry out their tasks reliably and honestly. ***Consistent Uses:*** To support decisions on hiring and termination of employment. ***Retention and Disposal Standards:*** The information is destroyed two years after the employee leaves the institution. ***Related to PR#:*** SDC AFB 903 ***TBS Registration:*** 003026 ***Bank Number:*** SDC PPE 003

Training and Development

Description: This bank contains personal data including course applications and evaluations, social insurance numbers, certificates, records of fee payments and correspondence related to participation of employees in training and development activities sponsored by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Review and Appraisal

Bank. ***Class of Individuals:*** Employees of the Institution. ***Purpose:*** To provide documentation for the administration of training and development programs. ***Consistent Uses:*** To approve and register the participation of employees in training and development activities and to certify the achievements of employees. ***Retention and Disposal Standards:*** Records are destroyed two years after completion of the particular training and development undertaken by an employee. ***Related to PR#:*** SDC AFB 915, SDC AFB 903 ***TBS Registration:*** 003024 ***Bank Number:*** SDC PPE 001

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Pay and Benefits

Performance Reviews and Employee Appraisals

Statistics Canada

Chapter 98

Particular Banks

Federal Investigative Body Requests
Description: This bank contains a record of requests for disclosure to federal investigative bodies and other provincial investigative bodies covered by federal/provincial agreements, and a record of documentation which was released. The bank exists in accordance with section 8(4) of the Privacy Act. The potential for disclosure is limited to those data elements held in all personnel files. However, the actual data released would depend on the particular request. ***Class of Individuals:*** Employees of Statistics Canada for whom a request to disclose information has been received from a federal investigative body or a provincial investigative body covered by federal/provincial agreements. ***Purpose:*** This bank serves to record requests for disclosure of personal information relating to individuals who are current or former employees of Statistics Canada, received from federal investigative bodies and other provincial investigative bodies covered by federal/provincial agreements. This bank is used to allow the Privacy Commissioner to review such disclosures of personal information and to investigate complaints made by individuals. ***Consistent Uses:*** There are currently no other uses for this data bank. ***Retention and Disposal Standards:*** Records are retained by the Access to Information and Privacy Offices for two years after the last administrative use. ***PAC Number:*** 78-001 ***Related to PR#:*** STC DAC 615 ***TBS Registration:*** 001603 ***Bank Number:*** STC PPE 802

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Incentive Awards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Status of Women Canada
Chapter 99

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Conflict of Interest and Post-Employment Code
Discipline
Employee Assistance
Employee Personnel Record
Employment Equity Program
Grievances
Harassment
Identification and Building-Pass Cards
Occupational Safety and Health
Official Languages
Pay and Benefits
Performance Reviews and Employee Appraisals
Security Clearances
Staffing
Training and Development
Travel and Relocation

Transport Canada
Chapter 100

Particular Banks

Employee Assistance Program (EAP)
Description: This bank contains confidential information regarding employee's involvement in counselling, source and reason for referral, case chronology, recommendations and referral and client demographics. ***Class of Individuals:*** Transport Canada employees using counselling services. ***Purpose:*** The purpose of this bank is to record information necessary to administer the Employee Assistance Program and respond effectively to client needs. ***Consistent Uses:*** To support counsellor decisions regarding employee assistance measures (e.g. referrals, recommendations, follow-up). A global data bank is used to determine general program needs and trends. ***Retention and Disposal Standards:*** The records are destroyed two years following the date of the most recent employee assistance activity. ***PAC Number:*** 86-001 ***TBS Registration:*** 001069 ***Bank Number:*** DOT PPE 803

Employment Continuity Program
Description: This bank contains information on employees affected by an adjustment within the workforce. This information pertains to the employees, positions, ECP status, redeployment considerations and retraining. ***Class of Individuals:*** Employees of Transport Canada. ***Purpose:*** The purpose of this bank is to inform the administrative personnel of the Employment Continuity Program and to support and document decisions regarding workforce adjustment, specifically as it pertains to redeployment and retraining of affected employees. ***Retention and Disposal Standards:*** Files are kept for two years after latest administrative decisions. ***PAC Number:*** 86-001 ***TBS Registration:*** 002307 ***Bank Number:*** DOT PPE 807

Employment Equity – Self-Identification System
Description: This bank is under the control of the departmental Employment Equity Program. The files contain data collected from a voluntary self-identification survey for Transport Canada employees. The survey requests that employees volunteer information concerning personal characteristics: name, social insurance number and target group status. The information will be updated through the attachment of survey questionnaires to the letter of offer to new employees. ***Class of Individuals:*** Transport Canada employees. ***Purpose:*** The bank is established to support Employment Equity analysis on the status of designated group members in the Department. It will reflect the current status of the employee population and will facilitate the equitable provision of program services to all designated groups. ***Retention and Disposal Standards:*** Individual files will be retained until the employee leaves the Department. ***PAC Number:*** 86-001 ***TBS Registration:*** 001604 ***Bank Number:*** DOT PPE 804

Incentive Awards
Description: The bank includes information on public servants who have been nominated for awards under the federal government's Incentive Awards Plan and the departmental awards programs. Such information may include curricula vitae, performance evaluations, narratives in support of meritorious contributions related to their duties or practised suggestions for improvement of public service operations, and completed recommendation reports concerning either the Merit

Award or the Suggestion Award. ***Class of Individuals:*** Employees of the Department who have been nominated for awards under the federal government's Incentive Awards Plan or the departmental awards programs. ***Purpose:*** To identify individuals who have been nominated for awards under the federal government's Incentive Awards Plan and the departmental awards programs. ***Consistent Uses:*** The information in this bank is used to establish precedents for awards and to provide an audit trail for the disbursements of funds. ***Retention and Disposal Standards:*** Operational files are kept for a minimum of two years, and then destroyed; financial files for six years, and then destroyed; and precedent-setting files for 15 years, and then destroyed. ***PAC Number:*** 86-001 ***TBS Registration:*** 002306 ***Bank Number:*** DOT PPE 808

Personnel Management System
Description: The Department maintains a personnel management information system on positions and employees. Data cover leave and attendance, pay and benefits, official languages, training, and resource utilization. The existing system has been redeveloped to automate pay transactions. ***Class of Individuals:*** Transport Canada employees. ***Purpose:*** The information is used as a management tool, as well as to interface with central agencies. ***Retention and Disposal Standards:*** Files are retained for five years (subject to review). ***PAC Number:*** 86-001 ***TBS Registration:*** 001073 ***Bank Number:*** DOT PPE 801

Personnel Profiles
Description: Contains personnel profiles of employees of the Airports Group in the Ontario Region. This information will include names, positions, work locations, qualifications, job interests and career aspirations of these employees. ***Class of Individuals:*** Employees of Airports Group, Ontario Region. ***Purpose:*** To assist management in planning the training and development of its employees. ***Consistent Uses:*** Information collected is used by management to facilitate the matching of the organization's needs to employees' interests and career aspirations. ***Retention and Disposal Standards:*** Files are kept for three years and are subsequently destroyed. ***TBS Registration:*** 003201 ***Bank Number:*** DOT PPE 817

Training – ATC and FSS Student Progress
Description: This bank contains personal data including social insurance number, examination results, student progress during training, and correspondence related to student's participation in the training for Air Traffic Controllers or Flight Service Specialists. ***Class of Individuals:*** Students selected from general recruitment to participate in training; if successful, students become employees of Transport Canada. ***Purpose:*** To provide documentation for the management of ATC and FSS training. ***Consistent Uses:*** To monitor progress of students on training and to certify achievements of employees. If students become employees, data is matched to Performance Reviews and Employee Appraisals and Employee Personnel Record. If not an employee, no link or match to any other bank. ***Retention and Disposal Standards:*** Records are destroyed two years after failure or abandonment of the selection process. ***TBS Registration:*** 003202 ***Bank Number:*** DOT PPE 815

Training and Development
Description: This bank contains personal data including course applications and evaluations; social insurance number; employment equity target group status; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities sponsored by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank. ***Class of Individuals:*** Employees of the Department of Transport and others who take departmentally-sponsored training programs. ***Purpose:*** The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions. ***Consistent Uses:*** To approve and register the participation of employees in training and development activities and to certify the achievements of employees. To link voluntary self-identification data to information contained in other banks for the purpose of implementing and evaluating government policies relating to employment equity programs. ***Retention and Disposal Standards:*** Records are destroyed five years after completion of the particular training and development undertaken by an employee. ***TBS Registration:*** 003356 ***Bank Number:*** DOT PPE 805

Training Information Management System
Description: The TIMS system is a data capture and reporting facility for Annual Training Plan and Reported Training Activity information. In addition, it provides Course Registration and Employee Course History components. Finally, it captures planned and actual organizational human resource and financial costs. The system includes such information as name, SIN, classification, sex, first official language, position title and address of employees. It also includes course information such as course code, course title, location, date of course, training program code, language of course, source of training and financial consideration. ***Class of Individuals:*** Transport Canada employees. ***Purpose:*** To provide management information in support of the managerial decision making process with respect to training. It is also designed to respond to Central Agency and departmental information requirements. It is also used in response to queries under the Access to Information and Privacy Acts. Reports are produced on an as required basis but taking into account regulations under the Privacy Act. ***Consistent Uses:*** Information is collected and processed for planning, establishing priorities and reporting of departmental training activities and costs. Information is also used to determine

requirements for training by organizational components and to reconcile training that was (a) planned and reported; (b) planned and not reported; and, (c) not planned but reported. ***Retention and Disposal Standards:*** Retention of the information for potential retrieval of historical data is currently indeterminate but should not exceed 35 years (normal length of a career within the Public Service). ***TBS Registration:*** 003203 ***Bank Number:*** DOT PPE 816

Transportation of Dangerous Goods Inspector
Description: This form collects information regarding applicants to allow TDG to issue an inspector's certificate. ***Class of Individuals:*** Individuals who meet the requirements for certification under Part XIII of the TDG Regulations. ***Purpose:*** Information is required as per the TDG Act, 1992 and Part XIII of the TDG Regulations for the issuance of an inspector's certificate. ***Consistent Uses:*** Information on application is required as per the TDG Act, 1992 and Part XIII of TDG Regulations and is used for purpose of issuance of inspectors' certificates. Information on certificate portion used by inspectors as identification at facilities inspected. ***Retention and Disposal Standards:*** The documents are retained for five years and can be renewed for a subsequent five years. ***TBS Registration:*** 002689 ***Bank Number:*** DOT PPE 812

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Conflict of Interest and Post-Employment Code
Discipline
Employee Personnel Record
Employment Equity Program
Grievances
Harassment
Identification and Building-Pass Cards
Occupational Safety and Health
Official Languages
Parking
Pay and Benefits
Performance Reviews and Employee Appraisals
Security Clearances
Staffing
Travel and Relocation
Vehicle, Ship, Boat and Aircraft Accidents

Transportation Safety Board of Canada

Chapter 101

Particular Banks

Employee Profiles
Description: This bank which includes an employee photograph, contains information on employees such as position title, branch, division, location, group and level; and personal information on employees such as education, occupational certification, work experience, first official language and other language skills. This information is compiled by means of employee résumés and will include the employee's own input. This information is then used to compile an employee profile and the data is updated on a semi-annual basis to take into account reclassification, promotions, as well as the inclusion of new employees in the TSB. ***Class of Individuals:*** Current indeterminate and new employees. ***Purpose:*** This information is compiled to maintain a bank of personal information on current employees for the use of senior management and personnel officers. ***Consistent Uses:*** The Board will collect data to be used for succession planning, qualification reviews, linguistic skills, inventory, human resource management reports, and simply to put faces to names since there are 16 regional sites. Additionally, it is used from time to time to identify candidates for in-house temporary assignments. ***Retention and Disposal Standards:*** Information on current employees is retained by the Board for the period of employment and will then be destroyed during a semi-annual update of this bank. ***TBS Registration:*** 002982 ***Bank Number:*** TSB PPE 805

Gerry Saull Trophy
Description: The bank includes information on TSB employees who have been nominated for significant contribution and/or achievement directly related to the advancement of aviation safety. ***Class of Individuals:*** TSB employees. ***Purpose:*** To identify employees who have been nominated for awards. ***Consistent Uses:*** The information in this bank is used to establish precedents for this award. ***Retention and Disposal Standards:*** Records are kept for six years and then transferred to National Archives. ***TBS Registration:*** 002983 ***Bank Number:*** TSB PPE 810

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Conflict of Interest and Post-Employment Code
Discipline

Employee Assistance
Employee Personnel Record
Employment Equity Program
Grievances
Harassment
Identification and Building-Pass Cards
Incentive Awards
Occupational Safety and Health
Official Languages
Parking
Pay and Benefits
Performance Reviews and Employee Appraisals
Reliability Checks
Security Clearances
Staffing
Training and Development
Travel and Relocation

Treasury Board of Canada Secretariat

Chapter 102

Central Banks

Adjudication – Section 92 (PSSRA) References
Description: The bank contains information on grievances referred to adjudication for which a PSSRB decision has been received. ***Class of Individuals:*** All federal employees (Schedule 1, Part 1, of the Public Service Staff Relations Act) who have referred their grievances to adjudication. ***Purpose:*** The purpose of this bank is to maintain a record of adjudication decisions along with the related grievances. ***Consistent Uses:*** The information in this bank is used to provide background information for research purposes. ***Retention and Disposal Standards:*** Records are retained for 10 years after which a 10 percent sample will be transferred to the National Archives of Canada for retention, and the rest destroyed. ***PAC Number:*** 69-003 (Amendment 11) ***Related to PR#:*** TBS SRB 440 ***TBS Registration:*** 001958 ***Bank Number:*** TBS PCE 708

Adjudication – Section 99 (PSSRA) References
Description: The bank contains information on section 99 references by the employer or bargaining agents and the PSSRB decisions. ***Class of Individuals:*** This information relates to all federal employees (Schedule 1, Part 1, of the Public Service Staff Relations Act) about whom references have been submitted. ***Purpose:*** The purpose of this bank is to maintain records of references made by the employer or bargaining agents, pursuant to the Public Service Staff Relations Act, who are seeking to enforce an obligation that is alleged to arise out of the collective agreement or arbitral award. ***Consistent Uses:*** It is used to provide background information for research purposes. ***Retention and Disposal Standards:*** Records are retained for 10 years, after which a 10 percent sample will be transferred to National Archives of Canada for retention and the rest destroyed. ***PAC Number:*** 69-003 (Amendment 11) ***Related to PR#:*** TBS SRB 440 ***TBS Registration:*** 001959 ***Bank Number:*** TBS PCE 709

Certification
Description: This bank contains records of bargaining unit and bargaining agent certification, recertification and decertification, under the Public Service Staff Relations Act. ***Class of Individuals:*** All employees of the public service (Schedule 1, Part 1, of the Public Service Staff Relations Act) governed by the collective bargaining process. ***Purpose:*** The purpose of this bank is to maintain an accurate record of each bargaining agent's certification within the bounds of Schedule I, Part 1, of the Public Service Staff Relations Act, as well as a record of position exclusions. The bank includes information on the Public Service Staff Relations Board's decision, the bargaining agent's application, the intervenor's position, the position exclusion lists and the employer's representations. ***Consistent Uses:*** The information in this bank is used for reference and to provide background for research purposes. ***Retention and Disposal Standards:*** Records are retained for 25 years after which a 10 percent sample will be transferred to National Archives of Canada for retention and the rest destroyed. ***PAC Number:*** 69-003 (Amendment 11) ***Related to PR#:*** TBS SRB 445 ***TBS Registration:*** 001960 ***Bank Number:*** TBS PCE 710

Classification Grievances
Description: This bank contains information on all aspects of grievances such as job descriptions, organization charts, classification action forms, grievance decisions and any supporting documentation. ***Class of Individuals:*** All federal employees for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act, who have presented a classification grievance. ***Purpose:*** To maintain records of all classification grievances both delegated to departments and non-delegated. ***Consistent Uses:*** The information is used to administer and monitor the application of the classification grievance policy, and to provide statistical data to other departments. It is also used in the research of precedents, and to ensure that the final and binding nature of the classification decision is respected. ***Retention and Disposal Standards:***

Records are retained for 10 years and then destroyed. ***PAC Number:*** 78-020 ***Related to PR#:*** TBS PPB 415 ***TBS Registration:*** 001134 ***Bank Number:*** TBS PCE 707

Classification Standards Review System
Description: This system contains current and proposed position classification data for specific occupational groups under review. Data is restricted to occupied or encumbered positions within specific groups. Departments under PSSRA Schedule 1, Part 1 provided current classification data, indirectly via the Position Information Collection System (PICS) and proposed classification data directly. Occupied positions are confirmed by verification with the incumbent System. The Social Insurance Number (SIN) will be used until such time as it is phased out and replaced by a unique federal employee. ***Class of Individuals:*** Individuals occupying positions within the occupational groups under review. ***Purpose:*** The information bank is used to model and analyze proposed changes to specific classification standards under review and to make recommendations to the Treasury Board. ***Consistent Uses:*** The information bank is used to access the impact of revisions to the specific standards under review. Once recommendations are developed, the proposed classification changes are shared with Staff Relations Branch. The information bank is not shared with any organization outside the Federal Government. With Treasury Board approval, departments are requested to implement the new standard, based on the proposed classification originating in each department. ***Retention and Disposal Standards:*** Five years – to be approved by the National Archivist. ***TBS Registration:*** 003559 ***Bank Number:*** TBS PCE 733

Complaints by Bargaining Agents
Description: The bank contains representations made by complainants, their bargaining agents or legal representatives, as well as the decisions of the Public Service Staff Relations Board. ***Class of Individuals:*** All federal employees (Schedule 1, Part 1, of the Public Service Staff Relations Act) who have submitted complaints or on whose behalf complaints have been submitted. ***Purpose:*** The purpose of this bank is to maintain records of complaints made by bargaining agents on behalf of individuals pursuant to the Public Service Staff Relations Act. ***Consistent Uses:*** Information in the bank is used to provide background information for research purposes. ***Retention and Disposal Standards:*** Records are retained for 10 years, after which a 10 percent sample will be transferred to National Archives of Canada and the rest destroyed. ***PAC Number:*** 69-003 (Amendment 11) ***Related to PR#:*** TBS SRB 470 ***TBS Registration:*** 001961 ***Bank Number:*** TBS PCE 711

Employment Equity Target Group Data Bank
Description: This survey of the federal public service (PSSRA Schedule 1, Part 1 population) permits those individuals who are Métis, Inuit or Indian, disabled persons and/or members of visible minorities, to identify themselves as such. A service-wide census was conducted in April 1985 in order to initiate this central data bank (TBS PCE 706). Various methods for keeping the data bank up to date are being considered, such as voluntary self-identification of newly-hired personnel, mandatory self-identification of personnel who access special programs and services for the above-mentioned groups, and small-scale surveys which would ensure that all public servants are resurveyed every four or five years. This information relates to employees of that portion of the federal public service covered by the Public Service Staff Relations Act, Schedule 1, Part 1. The bank will be used to identify those members of the public service who are Métis, Inuit or Indian, disabled persons, and/or members of visible minorities for analysis purposes. The bank facilitates comparison of their representation in the Public Service to their presence in the population. The bank will also be used to analyze and monitor the situation and progress of the survey target populations, as compared to the rest of the public service, in terms of regional and occupational distribution, training, mobility, etc. These comparisons will be made on a regular basis in order to determine the effectiveness of affirmative action and special programs and to identify areas of possible improvement. Self-identification status and personal identification from the survey are matched, using the provided personal identification, to other files, such as the Incumbent File, other appropriate files of the Personnel Management Information System (PMIS), the Training and Development System (TDIS), the Official Languages System (OLIS), all from the Treasury Board Secretariat, and human resource data files of the Public Service Commission, such as the Quarterly Statistics File and the Appointment Information Management System. The bank contains data extracted from the survey form, such as the social insurance number and status of the particular individual. The bank will be matched by common identifier (the social insurance number) to the above-mentioned files in order to obtain information relating to age, sex, occupational group, subgroup and level, years of service, salary, etc., so that tabulations can be produced in support of analysis as described above. If a respondent has not reported his/her social insurance number, it is entered for statistical purposes only. The bank acquires information from other banks, such as the standard departmental Affirmative Action bank (PSE 918), but no disclosure of personal information is made from this bank that could reasonably be expected to identify the individual to whom it relates. An individual requesting to access his/her registered special groups identification status should provide the social insurance number in order to guarantee response to the request. Retention period for this information is to be established. ***Class of Individuals:*** All current employees for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act, Schedule 1, Part 1. ***Purpose:*** Personnel management information is collected under the authorities and obligations described in the financial Administration Act (FAA) and the Public Service Staff Relations Act (PSSRA). Pursuant to the general powers described under the FAA and the PSSRA, the Treasury Board

maintains personnel information systems on public service employees. This bank is the prime source of data for Treasury Board Secretariat users and is used for planning, implementing, evaluating and monitoring government policies. The bank is used to respond to special requests for information and to conduct research, special studies and surveys as it related to employee-realted personnel information and Access to Information and Privacy requests. ***Retention and Disposal Standards:*** Fiscal year master files are retained for 25 years. The retention and disposal periods are to be approved by the National Archives of Canada. ***TBS Registration:*** 003560 ***Bank Number:*** TBS PCE 706

Enlargement of Time to Present a Grievance
Description: The bank contains information and Public Service Staff Relations Board decisions on employee requests for enlargement of time to present grievances. ***Class of Individuals:*** Federal employees (Schedule 1, Part 1, Public Service Staff Relations Act) who are requesting an enlargement of time to present their grievances. ***Purpose:*** The purpose of this bank is to maintain records of employees who have requested an enlargement of time to present their grievances. ***Consistent Uses:*** The information in this bank is used for reference and to provide background information for research purposes. ***Retention and Disposal Standards:*** Records are retained for five years after which a 10 percent sample will be transferred to National Archives of Canada for retention and the rest will be destroyed. ***PAC Number:*** 69-003 (Amendment 11) ***Related to PR#:*** TBS SRB 440, 470 ***TBS Registration:*** 001744 ***Bank Number:*** TBS PCE 721

Entitlements and Deductions System
Description: This bank contains individual federal employee data relating to pay and benefits. The employee record contains information concerning personal characteristics, including sex, social insurance number, date of birth, salary, name and classification. Also included are the reference numbers for various insurance and medical plans and the entitlements and deductions of each individual. The social insurance number will be used until such time as it is phased out and replaced by a unique federal employee identifier. ***Class of Individuals:*** All current employees for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act, Schedule 1, Part 1. Also included are some of the employees employed by the separate employers identified under schedule 1, Part 2 of the Public Service Staff Relations Act. ***Purpose:*** Personnel management information is collected under the authorities and obligations described in the Financial Administration Act (FAA) and the Public Service Staff Relations Act (PSSRA). Pursuant to the general powers described under the FAA and the PSSRA, the Treasury Board maintains personnel information systems on public service employees. This bank is the prime source of pay and benefits data for Treasury Board Secretariat users and is used for planning, implementing, evaluating and monitoring government policies. The information is used to support human resources planning and management, which include collective bargaining, compensation analysis, official languages, employment equity, and personnel policy planning, implementation, evaluation and monitoring. The bank is also used to support the development and administration of various insurance and medical plans, to respond to special requests for information and to conduct research, special studies and surveys as it relates to employee-related personnel information and Access to Information and Privacy requests. ***Consistent Uses:*** Information may be provided to the Employment Equity Target Group Data Bank, the Public Service Commission, public service bargaining agents, Statistics Canada, insurers of public service group insurance plans, the Public Service Staff Relations Board and other federal departments or agencies. This system may be used as a source of information or for linking with the following systems: Incumbent System, Leave Reporting System, Extra Duty Reporting System, Official Languages Information System, Mobility File, Leave Without Pay System, Training and Development Information System, Position Information Collection System, Public Service Pay System, Executive and Management Compensation System and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. ***Retention and Disposal Standards:*** Master files are retained for 25 years. The retention and disposal periods are to be approved by the National Archives of Canada. ***Related to PR#:*** TBS SRB 510 ***TBS Registration:*** 002321 ***Bank Number:*** TBS PCE 716

Exclusion System
Description: This bank contains individual federal employee data relating to exclusions. The employee record contains information concerning personal characteristics, including sex, name, appointment dates and employee classification. Also included is information concerning reasons for exclusions. The social insurance number will be used until such time as it is phased out and replaced by a unique federal employee identifier. ***Class of Individuals:*** All former and currently excluded employees for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act. ***Purpose:*** Personnel management information is collected under the authorities and obligations described in the Financial Administration Act (FAA) and the Public Service Staff Relations Act (PSSRA). Pursuant to the general powers described under the FAA and the PSSRA, the Treasury Board maintains personnel information systems on public service employees. This bank is the prime source of exclusions data for Treasury Board Secretariat users and is used for monitoring the exclusions process as well as to support human resources planning and management, which include collective bargaining, designations, compensation analysis, and personnel policy planning, implementation, evaluation and monitoring. It is also used to respond to

special requests for information and to conduct research, special studies and surveys as it relates to employee-related personnel information and Access to Information and Privacy requests. ***Consistent Uses:*** Information may be provided to public service bargaining agents, the Employment Equity Target Group Data Bank, the Public Service Staff Relations Board and other federal departments or agencies. This system may be used as a source of information or for linking with the following systems: Incumbent System, Entitlements and Deductions System, Leave Reporting System, Extra Duty Reporting System, Official Languages Information System, Mobility File, Leave Without Pay System, Training and Development Information System, Public Service Pay System (WPGS), Executive and Management Compensation System and the Position Information Collection System. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. ***Retention and Disposal Standards:*** Records are retained for 25 years. The retention and disposal periods are to be approved by the National Archives of Canada. ***Related to PR#:*** TBS SRB 510 ***TBS Registration:*** 002320 ***Bank Number:*** TBS PCE 714

Executive and Management Compensation System
Description: This system contains current employee data for all members of the Executive Group employed in departments under PSSRA Schedule 1, Part 1. The data is updated monthly by the incumbent System and quarterly by the Management Resource Information System. ***Class of Individuals:*** Individual members of the Executive Group currently employed within departments subject to PSSRA Schedule 1, Part 1. ***Purpose:*** The information bank is used to develop Executive Group compensation plans and human resource policy initiatives and to monitor departmental compliance with policies. ***Consistent Uses:*** The information bank is used to develop Executive Group compensation plans and human resource policy initiatives and to monitor departmental compliance with policies. The bank is also used to model and analyze proposed changes to the compensation plans. Proposals are developed in consultation with the Privy Council Office. Aggregated data are presented to the Committee on Executive Compensation (Burns Committee) for consideration and recommendation. ***Retention and Disposal Standards:*** Five years after which the data is sent to National Archives for retention. National Archives has identified this data to be of historical value. ***TBS Registration:*** 002853 ***Bank Number:*** TBS PCE 730

Executive Group Classification Information System
Description: This bank contains classification information on individual Executive Group position in the Public Service. The purpose of this system is to provide information for monitoring, analysis and other purposes related to the organization of departments and the Executive Group classification process. It is also used for research and statistical purposes. ***Class of Individuals:*** All current federal employees for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act, Schedule 1, Part 1. ***Purpose:*** The purpose of this system is to provide information for monitoring, analysis and other puposes related to the organization of departments and the Executive Group classification process. It is also used for research and statistical purposes. ***Retention and Disposal Standards:*** Data is kept for five years after which it is sent to Public Archives for retention. Public archives has identified this data to be of historical value. ***Related to PR#:*** TBS HRP400 ***TBS Registration:*** 003583 ***Bank Number:*** TBS PCE 736

Extra Duty Reporting System
Description: This bank contains individual federal employee data relating to overtime and extra duty usage. The employee record contains information concerning personal characteristics, including sex, social insurance number, date of birth, name, salary, classification, hours and frequency and type of overtime. The social insurance number will be used until such time as it is phased out and replaced by a unique federal employee identifier. ***Class of Individuals:*** All current employees for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act, Schedule 1, Part 1. ***Purpose:*** Personnel management information is collected under the authorities and obligations described in the Financial Administration Act (FAA) and the Public Service Staff Relations Act (PSSRA). Pursuant to the general powers described under the FAA and the PSSRA, the Treasury Board maintains personnel information systems on public service employees. This bank is the prime source of overtime and extra duty usage data for Treasury Board Secretariat users and is used for planning, implementing, evaluating and monitoring government policies. The information is used to support human resources planning and management, which include collective bargaining, compensation analysis, employment equity programs, and personnel policy planning, implementation, evaluation and monitoring. The bank is also used to respond to special requests for information and to conduct research, special studies and surveys as it relates to employee-related personnel information and Access to Information and Privacy requests. ***Consistent Uses:*** Information is provided to the Employment Equity Target Group Data Bank, Statistics Canada and other federal departments or agencies. This system may be used as a source of information or for linking with the following systems: Incumbent System, Entitlements and Deductions System, Leave Reporting System, Public Service Pay System, Executive and Management Compensation System and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. ***Retention and Disposal Standards:*** Fiscal year master files are retained for 25 years. The retention and disposal periods are to be approved by the National Archives of Canada. ***Related to PR#:*** TBS SRB 510 ***TBS Registration:*** 002322 ***Bank Number:*** TBS PCE 717

Grievances
Description: The bank contains information on grievances referred to adjudication which were withdrawn by the grievers. ***Class of Individuals:*** All federal employees (Schedule 1, Part 1, Public Service Staff Relations Act) who have referred their grievances to adjudication. ***Purpose:*** The purpose of this bank is to maintain records of grievances that were submitted for adjudication but were withdrawn, settled or otherwise resolved, thereby rendering an adjudication decision unnecessary. ***Consistent Uses:*** The information in the bank is also used to provide background information for research purposes. ***Retention and Disposal Standards:*** Records are retained for five years after which a 10 percent sample will be transferred to the National Archives of Canada for retention and the rest destroyed. ***PAC Number:*** 69-003 (Amendment 11) ***Related to PR#:*** TBS SRB 470 ***TBS Registration:*** 001962 ***Bank Number:*** TBS PCE 712

Human Resources Information System
Description: This system contains current employee data for all members of the Executive Group employed in departments under PSSRA Schedule 1, Part 1. The data is updated monthly by the Incumbent System and quarterly by the Management Resource Information System. ***Class of Individuals:*** Individual members of the Executive Group currently employed within departments subject to PSSRA Schedule 1, Part 1. ***Purpose:*** The information bank is used to develop the Executive Group compensation plans and human resource policy initiatives and to monitor departmental compliance with policies. ***Consistent Uses:*** The information bank is used to develop Executive Group compensation plans and human resources policy initiatives and to monitor departmental compliance with policies. The information bank is used to model and analyze proposed changes to the compensation plans. Proposals are developed in consultation with the Privy Council Office. Aggregated data are presented to the Committee on Executive Compensation (Burns Committee) for consideration and recommendation. ***Retention and Disposal Standards:*** Five years, after which time the data is sent to national Archives for retention. Recent discussions with the Public Archives has indicated this data to be of historical value. ***TBS Registration:*** 002854 ***Bank Number:*** TBS PCE 731

Incentive Awards
Description: The bank includes information on public servants who have been nominated for awards under the federal government's Incentive Awards Plan. Such information may include curriculum vitae, narratives in support of meritorious contributions related to their duties or practical suggestions for improvement of Public Service operations. ***Class of Individuals:*** All employees of the public service who have been nominated for awards under the Incentive Awards Plan. ***Purpose:*** The purpose of this bank is to identify individuals who have been nominated for awards under the federal government's Incentive Awards Plan. ***Consistent Uses:*** The information in this bank is used to establish precedents for awards and to provide an audit trail for the disbursements of funds. ***Retention and Disposal Standards:*** Operational files are kept for a minimum of two years then destroyed; financial files for six years then destroyed, and precedent setting files for 25 years then destroyed (subject to National Archives of Canada approval). ***PAC Number:*** 76-016 (Amendment 1) ***Related to PR#:*** TBS APB 110 ***TBS Registration:*** 001133 ***Bank Number:*** TBS PCE 702

Incumbent System
Description: This bank contains individual federal employee data relating to personnel matters. The employee record contains information concerning personal characteristics, including age, sex, social insurance number, date of birth, name, salary, appointment dates, classification, superannuation number and years of continuous/pensionable service. Also included is information concerning collective bargaining, exclusions, bargaining agents and languages. The social insurance number (SIN) will be used until such time as it is phased out and replaced by a unique federal employee identifier. ***Class of Individuals:*** All current employees for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act, Schedule 1, Part 1. Also included are some of the employees employed by the separate employers identified under Schedule 1 Part 2 of the Public Service Staff Relations Act. ***Purpose:*** Personnel management information is collected under the authorities and obligations described in the Financial Administration Act (FAA) and the Public Service Staff Relations Act (PSSRA). Pursuant to the general powers described under the FAA and the PSSRA, the Treasury Board maintains personnel information systems on public service employees. This bank is the prime source of incumbent data for Treasury Board Secretariat users and is used for planning, implementing, evaluating and monitoring government policies. The information it contains is used to support human resources planning and management, which include collective bargaining, exclusions, designations, compensation analysis, official languages, employment equity programs, and personnel policy planning, implementation, evaluation and monitoring. The bank is also used to support the development and administration of various insurance and medical plans, to respond to special requests for information and to conduct research, special studies and surveys as it relates to employee-related personnel information and Access to Information and Privacy requests. ***Consistent Uses:*** Information is provided to the Employment Equity Target Group Data Bank, the Public Service Commission, public service bargaining agents, Statistics Canada, insurers of public service group insurance plans, the Public Service Staff Relations Board and other federal departments or agencies. This system is used as a source of information or for linking with the following systems: Entitlements and Deductions System, Leave Reporting System, Extra Duty Reporting System, Official Languages Information System, Mobility File, Leave Without Pay System, Training and Development Information System, Position Information

Collection System, Public Service Pay System, Executive and Management Compensation System and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. ***Retention and Disposal Standards:*** Master files are retained for 25 years. The retention and disposal periods are to be approved by the National Archives of Canada. ***Related to PR#:*** TBS SRB 510 ***TBS Registration:*** 002316 ***Bank Number:*** TBS PCE 723

Language Training Module (LTM)
Description: The LTM is a central bank containing information on language training provided to public servants at government expense. Primarily, the bank includes information such as proficiency levels trained to, hours used for language training and type of training received. The social insurance number will be used until such time as it is phased out and replaced by a unique federal employee identifier. Source of the data: Departments and Agencies are responsible to update the LTM using the LTIF A-8 form. There is an interface between the Language Training System (LTS) of the Public Service Commission (PSC) and the LTM for training related to statutory needs and Government-Wide Corporate needs. The training related to other needs is reported to the LTM by departments and agencies. An interface also exists between the Official Languages Information System (OLIS) – TBS PCE 703 – and the LTM of the Treasury Board Secretariat. ***Class of Individuals:*** The information relates to public servants, current and previous, of departments and agencies listed in Schedule 1, Part 1 of the Public Service Staff Relations Act and, as of April 1990, to employees from organizations listed in Schedule 1, Part 2 of the Public Service Staff Relations Act. ***Purpose:*** The purpose of this bank is to provide accurate, timely and reliable information to support the Government, Central Agencies, Departments and Agencies in the implementation and control of that segment of the Official Languages Program that pertains to language training provided to public servants. ***Consistent Uses:*** The information is used by the departments involved as well as by the central agencies for reference, research and statistical purposes to monitor that segment of the Official Languages Program that pertains to language training provided to public servants. All linkages done using LTS and OLIS are in compliance with provisions of the Privacy Act. ***Retention and Disposal Standards:*** Quarterly Extract Files are retained for 25 years. ***TBS Registration:*** 002852 ***Bank Number:*** TBS PCE 704

Leave Reporting System
Description: This bank contains individual federal employee data relating to leave. The employee record contains information concerning personal characteristics, including sex, social insurance number, name, salary, age, classification, hours, frequency and duration of the various leaves taken by individuals. The social insurance number will be used until such time as it is phased out and replaced by a unique federal employee identifier. ***Class of Individuals:*** All current employees for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act. ***Purpose:*** Personnel management information is collected under the authorities and obligations described in the Financial Administration Act (FAA) and the Public Service Staff Relations Act (PSSRA). Pursuant to the general powers described under the FAA and the PSSRA, the Treasury Board maintains personnel information systems on public service employees. This bank is the prime source of leave data for Treasury Board Secretariat users and is used for planning, implementing, evaluating and monitoring government policies. The information is used to support human resources planning and management, which include collective bargaining, compensation analysis, employment equity programs, and personnel policy planning, implementation, evaluation and monitoring. The bank is also used to respond to special requests for information and to conduct research, special studies and surveys as it relates to employee-related personnel information and Access to Information and Privacy requests. ***Consistent Uses:*** Information may be provided to the Employment Equity Target Group Data Bank, the Public Service Commission, Statistics Canada and other federal departments or agencies. This system may be used as a source of information or for linking with the following systems: Incumbent System, Entitlements and Deductions System, Extra Duty Reporting System, Official Languages Information System, Mobility File, Leave Without Pay System, Position Information Collection System, Public Service Pay System, Executive and Management Compensation System and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. ***Retention and Disposal Standards:*** Master files are retained for 25 years. The retention and disposal periods are to be approved by the National Archives of Canada. ***Related to PR#:*** TBS SRB 510 ***TBS Registration:*** 002323 ***Bank Number:*** TBS PCE 718

Leave Without Pay System
Description: This bank contains individual federal employee data relating to leave without pay. The employee record contains information concerning personal characteristics, including age, sex, social insurance number, date of birth, name, salary, appointment dates and classification. Information is also included concerning the reason for leave without pay and the effective and return dates. The social insurance number will be used until such time as it is phased out and replaced by a unique federal employee identifier. ***Class of Individuals:*** All employees for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act, Schedule 1, Part 1. Also included are some of the employees employed by the separate employers identified under schedule 1, Part 2 of the Public Service Staff Relations Act. ***Purpose:***

Personnel management information is collected under the authorities and obligations described in the Financial Administration Act (FAA) and the Public Service Staff Relations Act (PSSRA). Pursuant to the general powers described under the FAA and the PSSRA, the Treasury Board maintains personnel information systems on public service employees. This bank is the prime source of leave– without-pay data for Treasury Board Secretariat users and is used for planning, implementing, evaluating and monitoring government policies. The information is used to support human resources planning and management, which include collective bargaining, compensation analysis, employment equity programs, and personnel policy planning, implementation, evaluation and monitoring. The bank is also used to respond to special requests for information and to conduct research, special studies and surveys as it relates to employee-related personnel information and Access to Information and Privacy requests. ***Consistent Uses:*** Information is provided to the Employment Equity Target Group Data Bank, the Public Service Commission, public service bargaining agents, Statistics Canada, and other federal departments and agencies. This system may be used as a source of information or for linking with the following systems: Incumbent System, Entitlements and Deductions System, Extra Duty Reporting System, Leave Reporting System, Official Languages Information System, Mobility File, Training and Development Information System, Position Information Collection System, Public Service Pay System, Executive and Management Compensation System and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. ***Retention and Disposal Standards:*** Fiscal year master files are retained for 25 years. The retention and disposal periods are to be approved by the National Archives of Canada. ***Related to PR#:*** TBS SRB 510 ***TBS Registration:*** 002325 ***Bank Number:*** TBS PCE 720

Management Category Voluntary Early Retirement Incentive Program

Description: This bank contains information on the nature, purpose and eligibility requirements of the program, and departmental take-up reports showing the positions vacated and the amounts of incentive allowance paid to participants in the program. ***Class of Individuals:*** Members of the Management Category classified at levels SM to EX 5 who retired from the public service under the provisions of the 1985 Voluntary Retirement Incentive Program. ***Purpose:*** The purpose of the bank is to maintain information on the names and composition of the take-up group and the costs associated with the incentive program. ***Consistent Uses:*** Information is also used to administer the prohibition on both re-hiring through appointment and contracting for the services of former public servants who received a lump sum retirement incentive allowance, and to track the human resource impacts of the program. ***Retention and Disposal Standards:*** Records on individual cases are kept for 10 years, after which they are destroyed. ***PAC Number:*** 69-003 (Amendment 14) ***Related to PR#:*** TBS PPB 380 ***TBS Registration:*** 001963 ***Bank Number:*** TBS PCE 722

Mobility File

Description: This bank contains individual federal employee data relating to the mobility of public servants. The employee record contains information concerning personal characteristics, including age, sex, social insurance number, date of birth, name, appointment dates and classification. Also included is information concerning the reason for mobility and the effective dates. The social insurance number (SIN) will be used until such time as it is phased out and replaced by a unique federal employee identifier. ***Class of Individuals:*** All employees for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act, Schedule 1, Part 1. Also included are some of the employees employed by the separate employers identified under schedule 1, Part 2 of the Public Service Staff Relations Act. ***Purpose:*** Personnel management information is collected under the authorities and obligations described in the Financial Administration Act (FAA) and the Public Service Staff Relations Act (PSSRA). Pursuant to the general powers described under the FAA and the PSSRA, the Treasury Board maintains personnel information systems on public service employees. This bank is the prime source of mobility data for Treasury Board Secretariat users and is used for planning, implementing, evaluating and monitoring government policies. The information it contains is used to support human resources planning and management, which include collective bargaining, compensation analysis, employment equity programs, and personnel policy planning, implementation, evaluation and monitoring. The bank is also used to respond to special requests for information and to conduct research, special studies and surveys as it relates to employee-related personnel information and Access to Information and Privacy requests. ***Consistent Uses:*** Information is provided to the Employment Equity Target Group Data Bank, the Public Service Commission, Statistics Canada and other federal departments or agencies. This system may be used as a source of information or for linking with the following systems: Incumbent System, Entitlements and Deductions System, Extra Duty Reporting System, Leave Reporting System, Official Languages Information System, Training and Development Information System, Position Information Collection System, Public Service Pay System, Executive and Management Compensation and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. ***Retention and Disposal Standards:*** Fiscal year master files are retained for 25 years. The retention and disposal periods are to be approved by the National Archives of Canada. ***Related to PR#:*** TBS SRB 510 ***TBS Registration:*** 002317 ***Bank Number:*** TBS PCE 724

National Joint Council Grievances
Description: This bank contains information on grievances referred to the final level of the National Joint Council redress procedure. Files usually contain grievance forms specifying the name, address, telephone number, job classification, department and work location of the griever, as well as earlier level replies and background information pertinent to each case. This background information will vary according to the subject of the grievance but may include information concerning travel and relocation itineraries and expense claims, job search activities and results, and, very infrequently, health information on the griever. ***Class of Individuals:*** Federal employees named in Parts I and II of Schedule I of the Public Service Staff Relations Act (when both employer and bargaining agent are NJC participants) who have referred their grievances to the final level, the NJC Administrative Committee. ***Purpose:*** Information in this bank is obtained primarily from the General Secretary of the NJC and is compiled to resolve, in accordance with the NJC by-laws (section 7 – Resolution of Grievances), alleged misinterpretations or misapplications of policies, directives or regulations which have been the subject of NJC consultations and have been adopted by the NJC. This information is used by officers of the Treasury Board Secretariat to develop the employer's position in response to employees' grievances referred to the NJC. ***Consistent Uses:*** Information is used for internal research to make comparisons between previous and present cases in an effort to identify precedents. ***Retention and Disposal Standards:*** Records are retained for 10 years. The retention and disposal standards are to be approved by the National Archives of Canada. ***Related to PR#:*** TBS PPB 450 ***TBS Registration:*** 002569 ***Bank Number:*** TBS PCE 735

Official Languages Information System (OLIS)
Description: The OLIS is a central bank containing information on all established positions and incumbents. The bank includes position and employee-related information such as language requirements of positions, levels of language knowledge, linguistic profiles, position classifications, employee classifications, first official language, linguistic status of incumbents and their effective dates. The social insurance number will be used until such time as it is phased out and replaced by a unique federal employee identifier. Source of the data: Position-related data are provided by departments and agencies using OLIF-A5 form whereas employee-related data are collected from the Incumbent System (TBS PCE 723) and the Second Language Evaluation System of the Public Service Commission. OLIS also transfers some of its data to the Language Training Module (TBS PCE 704). ***Class of Individuals:*** All public service employees (Schedule 1 Part 1 of the Public Service Staff Relations Act) appointed for indeterminate periods or terms of more than three months in departments and federal agencies as well as for some other government organizations under a special agreement. ***Purpose:*** Pursuant to the Official Languages policies, this bank has been compiled to provide timely and accurate information to support the Government, Central Agencies, Departments and Agencies for the implementation, control and evaluation of the Official Languages Program in the public service. ***Consistent Uses:*** The information is used by the departments involved as well as by central agencies for reference, research and statistical purposes to monitor the Official Languages Program. This system is used as a source of information or for linking with the following systems: Entitlements and deductions System (TBS PCE 716), Incumbent system (TBS PCE 723), Position Information Collection System (TBS PCE 725) and the Second Language Evaluation System of the Public Service Commission. All linkages are in compliance with the provisions of the Privacy Act. ***Retention and Disposal Standards:*** Quarterly Extract Files are retained for 25 years and Monthly Transaction Files for 5 years. ***TBS Registration:*** 002851 ***Bank Number:*** TBS PCE 703

Official Languages Training Assignment Program
Description: Contains applications and supporting information of employees involved in the administration and/or management of the Official Languages Program in organizations – Departments, Crown corporations and their subsidiaries – who are subject to the provisions of the Official Languages Act, for their participation in a training assignment program. ***Class of Individuals:*** Employees who work in the administration and/or management of the Official Languages Program in organizations subject to the provisions of the Official Languages Act. ***Purpose:*** To register employees who work throughout departments and organizations in the administration and/or management of the Official Languages Program for consideration in training assignments in other organizations. ***Consistent Uses:*** Organizations forward applications and supporting documentation of employees interested in training assignments to the Official Languages Branch. The Official Languages Branch uses the information to identify applicants suitable for referral to organizations which have corresponding training assignments available. ***Retention and Disposal Standards:*** Two years after completion of this type of training undertaken by an employee, records are destroyed. ***Related to PR#:*** TBS OLB 260 ***TBS Registration:*** 001586 ***Bank Number:*** TBS PCE 713

Personnel Management Information System
Description: The Personnel Management Information System contains individual federal employee personnel management data concerning personnel records, attendance and leave, overtime, pay and benefits, exclusions, training and development, official languages and performance appraisals. ***Class of Individuals:*** All federal employees for whom the Treasury Board is classed as the employer under the Public Service Staff Relations Act. ***Purpose:*** The bank was compiled to provide employers with personnel management statistical data in support of Treasury Board's role in collective bargaining with the public service unions; and to provide a record of employment for individual employees including a verification of employees by location within

government institutions, for the use of both departments and central agencies. ***Consistent Uses:*** Statistical data is disclosed to the Employment Equity Target Group Data Bank in order to implement and evaluate government policies relating to employment equity. ***Retention and Disposal Standards:*** Records are retained for 10 years and then destroyed. ***Related to PR#:*** TBS ADM 921, 925 ***TBS Registration:*** 001957 ***Bank Number:*** TBS PCE 705

Point of Contact (Assignment Service)
Description: This bank contains personal information such as name, address, telephone number, classification, department, language, employment history, employment status, curriculum vitae, skills assessment and referral results. ***Class of Individuals:*** Federal government employees (including separate employers and crown corporations) in finance, internal audit, program evaluation and human resources who have requested an interdepartmental assignment. ***Purpose:*** The bank maintains an inventory of candidates for the purpose of referring interested employees to departments who are looking to fill available assignments. ***Consistent Uses:*** The bank is used to identify employees for referral to available developmental assignment opportunities. It is also used for statistical purposes and human resources planning. ***Retention and Disposal Standards:*** Records are retained for a period of two years after a candidate has withdrawn from the program and one year after completion of an assignment after which time they are destroyed. ***TBS Registration:*** 002870 ***Bank Number:*** TBS PCE 740

Position Information Collection System
Description: This bank contains individual federal employee data relating to position classification matters. The position record contains the social insurance number. Also included is information concerning position classification data. The social insurance number (SIN) will be used until such time as it is phased out and replaced by a unique federal employee identifier. ***Class of Individuals:*** All current employees for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act, Schedule 1, Part 1. ***Purpose:*** Personnel management information is collected under the authorities and obligations described in the Financial Administration Act (FAA) and the Public Service Staff Relations Act (PSSRA). Pursuant to the general powers described under the FAA and the PSSRA, the Treasury Board maintains personnel information systems on public service employees. This bank is a prime source of position data for Treasury Board Secretariat users and is used for planning, implementing, evaluating and monitoring government policies. The information it contains is used to support human resources planning and management, which include collective bargaining, compensation analysis, official languages, and personnel policy planning, implementation, evaluation and monitoring. The bank is also used to support the development and administration of the classification system within the public service, to respond to special requests for information and to conduct research, special studies and surveys as it relates to employee-related personnel information and Access to Information and Privacy requests. The results of monitoring activities may be forwarded to departments for review and action, if required. ***Consistent Uses:*** Information may be provided to the Employment Equity Target Group Data Bank, the Public Service Commission, public service bargaining agents, Statistics Canada and other federal departments or agencies. This system may be used as a source of information or for linking with the following systems: Incumbent System, Entitlements and Deductions System, Extra Duty Reporting System, Leave Reporting System, Official Languages Information System, Mobility File, Training and Development Information System, Public Service Pay System, Executive and Management Compensation System, the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission and departmental personnel information systems. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. ***Retention and Disposal Standards:*** Quarterly master and change files are retained for five years. Fiscal year master files are retained for 25 years. The retention and disposal periods are to be approved by the National Archives of Canada. ***Related to PR#:*** TBS SRB 510 ***TBS Registration:*** 002318 ***Bank Number:*** TBS PCE 725

Public Service Pension Cases
Description: This bank contains information used to make decisions in individual pension cases where no clear precedent exists, or where the Treasury Board was empowered to hear appeals in the past. The information relates to specific situations and contains minimal employment/personal data relating to specific aspect of the individual's pension situation. ***Class of Individuals:*** Individuals who are subject to the following pension statutes: Public Service Superannuation Act, RCMP Superannuation Act, RCMP Pension Continuation Act, Canadian Forces Superannuation Act, Defence Services Pension Continuation Act. ***Purpose:*** To maintain a record of the circumstances leading to decisions in individual pension cases which are referred to by the pensions division, in order to maintain consistency of policy application. The personal information is collected in fulfillment of Treasury Board's obligation to administer pension statutes. ***Consistent Uses:*** The information contained in the bank may be used by the Pensions Division for statistical research purposes, for implementing and evaluating government pension policies. This bank may be used as a source of information or for linking with the following systems: incumbent System, the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission, the Superannuation Annuitant System Database (DSS PCE 701), and the Superannuation Hard Cover Files (DSS PCE 702) held by Supply and Services, the Pension File (DND PPE 859) held by National Defence, the RCMP Member Service Records (CMP PPE 802) held by the Royal Canadian Mounted Police. All linkages

for the purpose of developing, administering human resources and Pension plans are in compliance with the provisions of the Privacy Act. ***Retention and Disposal Standards:*** Records are retained for 25 years and are then destroyed – approved by Public Archives. ***PAC Number:*** 69-003 ***Related to PR#:*** TBS PPB 380 ***TBS Registration:*** 002568 ***Bank Number:*** TBS PCE 729

Relocation Policy Exceptions – Individual Cases
Description: This bank contains ministerial and departmental correspondence; background documentation, information relating to Treasury Board submissions, memoranda to the President, decision letters and analysts' notes on individual cases concerning requests for exceptions from the relocation policy. ***Class of Individuals:*** Any individuals whose relocation costs are partially or completely paid by the government. ***Purpose:*** Information is compiled to maintain a record of individual cases where decisions were provided relating to specific relocations. ***Consistent Uses:*** Information is used for research in policy development, and in considering other requests for relocation policy exceptions. ***Retention and Disposal Standards:*** Information is retained for 25 years (to be approved by the National Archives of Canada). ***Related to PR#:*** TBS PPB 360 ***TBS Registration:*** 002571 ***Bank Number:*** TBS PCE 727

Senior Personnel Information System
Description: This bank contains personnel management data on senior managers within the public service. ***Class of Individuals:*** This information relates to all federal employees in the management category and/or equivalent for whom the Treasury Board is classed as the employer under the Public Service Staff Relations Act ***Purpose:*** The purpose of this system is to supply information and to provide the means of carrying out staffing, monitoring and analysis of programs in the areas of classificiation, appointments, compensation and performance appraisal of senior personnel in the public service, as well as to establish and control complement levels for each department. ***Consistent Uses:*** It is used to provide senior personnel information for the monitoring and analysis of classification, appointments, conpensation and performance approaisal. It is also used for statistical purposes. ***Retention and Disposal Standards:*** National Archives is presently reviewing the archival value of this system. Upon completion of this exercise, retention and disposal standards will be set up accordingly. **Note:** Information collected in this bank will be transferred to the Evecutive Group Classification Information System. Bank Number: TBS PCE 736. ***TBS Registration:*** 003612 ***Bank Number:*** TBS PCE 715

Special Pension Plans
Description: This bank contains minimal information relating to appointment to positions, salary, length of service under the plan, and vital statistics on plan members and their survivors'. ***Class of Individuals:*** Individuals who are subject to Governor General's Act, the Lieutenant Governors Superannuation Act, the pension plans set up by the International Fisheries Commission Society, employees engaged by the Government outside Canada, certain senior public servants and certain Members of Parliament. ***Purpose:*** To calculate and authorize payment of pension benefits for both plan members and their survivors. The information is collected in fulfilment of Treasury Board's obligation to administer the pension statutes named in Class of Individuals above. ***Consistent Uses:*** The information contained in the bank may be used by the Pension Division for statistical reports and information sheets for related systems, and for developing and evaluating government pension policies. This bank may be used as a source of information or for linking with the following systems: Incumbent System, the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission, the Superannuation Annuitant System Database (DSS PCE 701), and the Superannuation Hard Cover Files (DSS PCE 702) held by Supply and Services, the Pension File (DND PPE 859) held by National Defence, the RCMP Member Service Records (CMP PPE 802) held by the Royal Canadian Mounted Police. All linkages for the purpose of developing, administering human resources and pension plans are in compliance with the provisions of the Privacy Act. ***Retention and Disposal Standards:*** Records are retained for 25 years and then destroyed with the exception of records pertaining to Governors General, Lieutenant Governors General and Members of Parliament which are transferred to the Historical Branch after 25 years. Approved by Public Archives. ***TBS Registration:*** 003561 ***Bank Number:*** TBS PCE 734

Submissions to Treasury Board
Description: This bank contains personal information used for administrative purposes that is included in those submissions made by departments and agencies to the Treasury Board for the purpose of obtaining administrative, personnel or other authorities that the Treasury Board is empowered to grant. This information relates to employees of the public service and, in pension cases, their dependants and survivors. The purpose of this bank is to record and maintain submissions made to the Treasury Board by departments and agencies concerning current or previous employees of a government institution. The information is used to present situations which by statute or specific direction require resolution by the Treasury Board. ***Class of Individuals:*** This information related to employees of the public service and, in pension cases, their dependants and survivors. ***Purpose:*** The purpose of this bank is to record and maintain submissions made to the Treasury Board by departments and agencies concerning current or previous employees of a government insititution. The information is used to present situations which by statute or specific direction require resolution by the Treasury Board. ***Retention and Disposal Standards:*** The retention period for this bank is yet to be established. **Note:** The information collected in this bank will be transferred to the Executive Group Classification Information System. Bank Number ***TBS Registration:*** 003562 ***Bank Number:*** TBS PCE 701

Training and Development Information System
Description: This bank contains individual federal employee data relating to training and development. The employee record contains information concerning personal characteristics, including sex, social insurance number, date of birth, name and classification. Information is also included concerning the type, duration and location of training, as well as the various costs of the training. The social insurance number will be used until such time as it is phased out and replaced by a unique federal employee identifier. ***Class of Individuals:*** All current employees that have taken training or development courses/seminars and for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act, Schedule 1, Part 1. ***Purpose:*** Personnel management information is collected under the authorities and obligations described in the Financial Administration Act (FAA) and the Public Service Staff Relations Act (PSSRA). Pursuant to the general powers described under the FAA and the PSSRA, the Treasury Board maintains personnel information systems on public service employees. This bank is the prime source of training and development data for Treasury Board Secretariat users and is used for planning, implementing, evaluating and monitoring government policies. The information is used to support human resources planning and management, which include collective bargaining, compensation analysis, employment equity programs, and personnel policy planning, implementation, evaluation and monitoring. The bank is also used to respond to special requests for information and to conduct research, special studies and surveys as it relates to employee-related personnel information and Access to Information and Privacy requests. ***Consistent Uses:*** Information may be provided to the Employment Equity Target Group Data Bank, the Public Service Commission, public service bargaining agents, Statistics Canada and other federal departments or agencies. This system may be used as a source of information or for linking with the following systems: Incumbent System, Entitlements and Deductions System, Leave Reporting System, Extra Duty Reporting System, Official Languages Information System, Mobility File, Leave Without Pay System, Position Information Collection System, Public Service Pay System, Executive and Management Compensation System and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. ***Retention and Disposal Standards:*** Fiscal year master files are retained for 25 years. The retention and disposal periods are to be approved by the National Archives of Canada. ***Related to PR#:*** TBS SRB 510 ***TBS Registration:*** 002324 ***Bank Number:*** TBS PCE 719

Travel Policy – Individual Cases
Description: This bank contains ministerial and departmental correspondence; background documentation relating to Treasury Board submissions; memoranda to the President; decision letters and analysts' notes on individual cases pertaining to requests for travel policy exceptions. ***Class of Individuals:*** Any individuals seeking compensation that differs from the stated terms of the travel policy. ***Purpose:*** Information is compiled to maintain a record of individual cases where decisions were made relating to specific policy exceptions. ***Consistent Uses:*** Information is used for research regarding policy development, and in considering other requests for travel policy exceptions. ***Retention and Disposal Standards:*** Information is retained for 25 years (to be approved by the National Archives of Canada). ***Related to PR#:*** TBS PPB 360 ***TBS Registration:*** 002570 ***Bank Number:*** TBS PCE 726

Workforce Adjustment Monitoring (WFAM) System
Description: This system contains Workforce Adjustment cash-out information pertaining to all Federal Government employees, as specified under Class of Individuals below. This bank uses information which has been extracted from data submitted for three other systems, i.e. the Public Service Pay System (PSC), the Priority Administration System (PSC) and the Incumbent System (TBS). ***Class of Individuals:*** All employees, excluding Senior Management; for whom Treasury Board is the employer under PSSRA, Schedule 1, Part 1; who have been affected by the WFA policy (PMM Volume 4, Chapter 20, Section 10) and who resign prior to the end of their SURPLUS period between July 18, 1987 and March 31, 1991; who, in accordance with the WFA policy, receive lump-sum payments in lieu of their unfulfilled surplus period. ***Purpose:*** As of July 18, 1987, Treasury Board of Canada authorized deputy heads to approve up to six months' pay in lieu of unfulfilled surplus period, for employees who resign prior to the end of their surplus period between July 18, 1987 and the "sunset" date of March 31, 1991. This system is used to monitor the implementation and ongoing departmental compliance of this particular provision of the Work Force Adjustment Policy. ***Consistent Uses:*** The WFAM system has been developed for the Policy and Procedures Group (PPG) of Treasury Board Secretariat. Regularly scheduled reports are provided to the PPC, showing cumulative and year-to-date totals for employees receiving "cash-out" payments, as well as the amount and period for these payments. ***Retention and Disposal Standards:*** The monthly WFAM System Master Files are kept for six months. National Archives is presently reviewing the archival value of this system. Upon completion of this exercise, retention and disposal standards will be set up accordingly. ***TBS Registration:*** 002855 ***Bank Number:*** TBS PCE 732

Particular Banks

Complaints – Canadian Human Rights Commission
Description: This bank contains complaints lodged against Treasury Board and related CHRC's decisions, as well as those of a tribunal and/or court, if applicable. This information relates to individuals who have lodged a CHRC complaint against Treasury Board. The purpose of

this bank is to record information necessary for dealing with CHRC complaints lodged against Treasury Board. Consistent uses are to provide specific and general documentation for research purposes. The retention period for this bank is yet to be established. ***Class of Individuals:*** This information relates to individuals who have lodged a CHRC complaint against Treasury Board. ***Purpose:*** The purpose of this bank is to record information necessary for dealing with CHRC complaints lodged against the Treasury Board. ***Consistent Uses:*** Consistent uses are to provide specific and general documentation for resarch purposes. ***Retention and Disposal Standards:*** The retention period for this bank is yet to be established. ***TBS Registration:*** 003563 ***Bank Number:*** TBS PPE 803

Developmental Assignments Program
Description: This bank may contain résumés, appraisals, assignment agreements, references, interview information, referral results, employee requests for assignment forms, assignment proposal forms and general correspondence. ***Class of Individuals:*** Indeterminate federal government employees who have requested an assignment within Treasury Board as well as other departments. ***Purpose:*** This bank was created to maintain an inventory of employees interested in assignments outside of their home area, within Treasury Board and other departments. ***Consistent Uses:*** The information is used to identify interested employees for referral to available assignment opportunities within Treasury Board and other federal departments and agencies. It is also used for statistical purposes. ***Retention and Disposal Standards:*** Records are retained for 2 years after completion of assignments or 2 years of inactivity (no assignments) on the Inventory. ***Related to PR#:*** PSC PCE 762 ***TBS Registration:*** 002869 ***Bank Number:*** TBS PPE 805

Exemplary Service Awards
Description: The bank includes information on Treasury Board Secretariat employees who have been nominated for awards under the Secretariat's Exemplary Service Awards, including completed recommendation forms and other supporting data. ***Class of Individuals:*** All employees of the Treasury Board Secretariat who have been nominated for awards under the Exemplary Service Awards plan. ***Purpose:*** The purpose of this bank is to maintain a record of individuals who have been nominated for awards under the Secretariat's Exemplary Service Awards plan. ***Consistent Uses:*** The information in this bank is used to establish precedents for awards and to provide an audit trail for the disbursements of funds and awards. ***Retention and Disposal Standards:*** Operational files are kept for a minimum of two years then destroyed; financial files for six years then destroyed; and precedent setting files for 25 years then destroyed. ***Related to PR#:*** TBS SEC 021 ***TBS Registration:*** 001581 ***Bank Number:*** TBS PPE 802

Personal Harassment Complaints
Description: This bank contains letters of harassment-at-the-workplace complaints and related information. This information relates to individuals who have written to the President of the Treasury Board or to Treasury Board Secretariat officials regarding their harassment complaints. The purpose of this bank is to record information necessary for responding to letters of harassment complaints. Consistent uses are to provide specific and general documentation for research purposes. The retention period for this bank is yet to be established. ***Class of Individuals:*** This information related to individuals who have written to the President of the Treasury Board or to the Treasury Board Secretariat officials regarding their harassment complaints. ***Purpose:*** The purpose of this bank is to record information necessary for responding to letters of harassment complaints. ***Consistent Uses:*** consistent uses are to provide specific and general documentation for research purposes. ***Retention and Disposal Standards:*** The retention period for this bank is yet to be established. ***Related to PR#:*** TBS PPB 340 ***TBS Registration:*** 003582 ***Bank Number:*** TBS PPE 804

Travel and Relocation and Other Expenses
Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries and correspondence concerning travel, relocation or postings of employees, as well as information pertaining to any payment made to an employee such as reimbursement of training costs, hospitality, petty cash, membership fees, conference registration fees and other miscellaneous payments. ***Class of Individuals:*** Employees of the Treasury Board Secretariat. ***Purpose:*** The purpose of this bank is to maintain information regarding travel, relocation, and postings of government employees, as well as reimbursement payments to employees. ***Consistent Uses:*** To administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances, claims and employee and other miscellaneous payments. ***Retention and Disposal Standards:*** Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled. ***PAC Number:*** 85-001 ***Related to PR#:*** TBS PPB 080, 090 ***TBS Registration:*** 001135 ***Bank Number:*** TBS PPE 801

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Incentive Awards

Official Languages

Parking
Pay and Benefits
Performance Reviews and Employee Appraisals
Reliability Checks
Security Clearances
Staffing
Training and Development

Veterans Affairs Canada
Chapter 103

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Conflict of Interest and Post-Employment Code
Discipline
Employee Assistance
Employee Personnel Record
Employment Equity Program
Grievances
Harassment
Identification and Building-Pass Cards
Incentive Awards
Occupational Safety and Health
Official Languages
Parking
Pay and Benefits
Performance Reviews and Employee Appraisals
Reliability Checks
Security Clearances
Staffing
Training and Development
Travel and Relocation
Vehicle, Ship, Boat and Aircraft Accidents

Western Economic Diversification Canada
Chapter 104

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Conflict of Interest and Post-Employment Code
Discipline
Employee Assistance
Employee Personnel Record
Employment Equity Program
Grievances
Harassment
Identification and Building-Pass Cards
Incentive Awards
Occupational Safety and Health
Official Languages
Parking
Pay and Benefits
Performance Reviews and Employee Appraisals
Security Clearances
Staffing
Training and Development
Travel and Relocation
Vehicle, Ship, Boat and Aircraft Accidents

Yukon Territory Water Board

Chapter 105

Please note: Information on the employees of the Yukon Territory Water Board is held by Indian and Northern Affairs Canada.

consigner les conflits d'intérêt potentiels et à résoudre les situations réelles de conflit d'intérêt. ***Usages compatibles :*** Étayer les décisions touchant les mutations, les mesures disciplinaires et la fin d'emploi. ***Normes de conservation et de destruction :*** Les dossiers sont détruits deux ans après que la situation reliée à un conflit d'intérêt potentiel est réglée ou que l'on a résolu le cas où il y avait effectivement conflit. ***No. APC :*** 85-001 ***Enregistrement (SCT) :*** 002489 ***Numéro de fichier :*** TCC PPE 801

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Stationnement

Vérification de la fiabilité

Voyages et réinstallations

ans après l'expiration du terme dans le cas de dossiers d'occupations particuliers. ***No. APC :*** 79-008 ***Renvoi au dossier # :*** TPC TPC 040 ***Enregistrement (SCT) :*** 000713 ***Numéro de fichier :*** TPSGC PCE 701

Systèmes de traitement de la paye de la fonction publique
Description : ce fichier contient des données sur la rémunération, le régime de pension, les indemnités et les retenues relatives à l'administration de la rémunération pour tous les employés fédéraux et les pensionnés de la fonction publique. Le code d'identification de dossier personel et les numéros de contrats sont utilisés afin de faire différents prélèvements sur le salaire. Ce fichier peut aussi comprendre des ordonnances afin de procéder à la saisie-arrêt et au détournement des fonds. ***Catégorie de personnes :*** employés de la fonction publique fédérale. ***But :*** ce fichier sert à effectuer la rémunération, le versement des indemnités, ainsi qu'à faire des retenues. Le numéro d'assurance sociale est utilisé à des fins d'identification en vertu de la Loi de l'impôt sur le revenu et son règlement, de certaines parties du Régime de pensions du Canada et de la Loi sur l'assurance chômage et son règlement. ***Usages compatibles :*** ce fichier permet la vérification, le rapprochement et la validation des comptes. Il sert aussi à rédiger des rapports, à vérifier les relevés de rémunération et les autres relevés connexes et à étayer le recouvrement des dettes envers la Couronne. Les données servent aussi à l'établissement des rapports statistiques et des fiches de renseignements requis par les systèmes connexes. ***Normes de conservation et de destruction :*** les documents sont détruits dès que l'employé a atteint 70 ans ou un an après le décès de ce dernier. ***Renvoi au dossier # :*** ASC DOR 090 ***Enregistrement (SCT) :*** 002596 ***Numéro de fichier :*** TPSGC PCE 705

Fichiers particuliers

Stationnement
Description : L'information retenue dans le ficier de renseignements personnels comprend; le nom de l'employé, son adresse, numéro de téléphone, numéro de liste de paie, code d'identification du dossier personnel (CIDP) véhicule, marque et modèle et le numéro d'immatriculation. ***Catégorie de personnes :*** Les employés du gouvernement fédéral. ***But :*** L'information est obtenue des employés qui font une demande de stationnement pour les espaces accordés à TPSGC. ***Usages compatibles :*** Les renseignements sont requis soit pour commencer, annuler ou modifier les retenues sur le salaire. ***Normes de conservation et de destruction :*** Retenu pour une période de trois ans après que l'employé annule sa demande de stationnement. ***Communiquer avec :*** Gérante, opérations et support, Direction générale des services immobiliers. ***Enregistrement (SCT) :*** 003745 ***Numéro de fichier :*** TPSGC PPE 810

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion
Aide aux employés
Autorisations sécuritaires
Cartes d'identification et laissez-passer
Code régissant les conflits d'intérêts et l'après-mandat
Dossier personnel d'un employé
Dotation
Évaluation du rendement
Formation et perfectionnement
Griefs
Harcèlement
Langues officielles
Mesures disciplinaires
Présences et congés
Primes d'encouragement
Programme d'équité en matière d'emploi
Rémunération et avantages
Sécurité et santé au travail
Voyages et réinstallations

Tribunal canadien du commerce extérieur

Chapitre 105

Fichiers particuliers

Conflits d'intérêt
Description : Ce fichier contient des divulgations volontaires faites par les employés concernant des situations potentielles de conflit d'intérêt, des rapports d'enquête, ainsi que la correspondance concernant les conflits d'intérêt potentiels et réels entre les fonctions officielles des employés et leurs intérêts privés ou les valeurs immobilières qu'ils possèdent. ***Catégorie de personnes :*** Employés du Tribunal. ***But :*** Ce fichier contient des renseignements concernant des situations de conflit d'intérêt potentiel ou réel pour les employés des ministères et organismes fédéraux. Il sert à

d'emploi, à calculer les pensions de retraite et les pensions de survivant, à répondre aux demandes de renseignements, à émettre les paiements de pension, à informer les prestataires des versements ou des déductions de pensions, à recueillir les renseignements financiers comme preuve de difficultés financières dans le but de modifier le mode de paiement, à prélever et remettre les primes à Revenu Canada, Revenu Québec, assureurs, etc., à offrir des services d'envoi pour les avis d'assurance, obligations d'épargne du Canada, Centraide, nouvelles politiques (paiements de péréquation) ristournes d'assurance-santé, avis annuel d'indexation de pension, modification du taux d'impôt, ANRF (association des pensionnés), à déterminer l'admissibilité au régime de soins dentaires, à déterminer le bénéficiaire des PSD, ainsi qu'à d'autres fins statistiques. ***Usages compatibles :*** l'information contenue dans cette banque de données peut servir aux fins de recherches statistiques, à l'établissement des relevés de pension des employés, à la vérification des prestations de pension eu égard au fichier de pension DND PPE 859, aux états de service des membres de la GRC RCMP PPE 802, et à la banque de données informatisées principale du Régime de pension du Canada – NHW PPU 155, et la Régie des rentes du Québec, ainsi qu'à la planification, à la mise en oeuvre et à l'évaluation de politiques gouvernementales liées au personnel en ce qui a trait aux pensions et à la pension de retraite. ***Normes de conservation et de destruction :*** les documents sont détruits un an après que toutes les mesures aient été prises. Les bandes de traitement sont ré-utilisées un an. ***No. APC :*** 86-001 ***Enregistrement (SCT) :*** 001374 ***Numéro de fichier :*** TPSGC PCE 702

Cartes de demande d'assurance
Description : ce fichier contient les localisations, les numéros de listes de paye, dates de naissance, protection désirée, numéros de pension de retraite et le nom des personnes à charge assurées, pour tous les fonctionnaires fédéraux et les pensionnés qui participent aux divers régimes. ***Catégorie de personnes :*** employés de la fonction publique et pensionnés qui participent aux divers régimes. ***But :*** ce fichier contient tous les renseignements inscrits sur les cartes de demande d'assurance, qui servent à attester que les employés sont assurés aux termes du Régime de soins de santé de la fonction publique (RSSFP), du Régime d'assurance des cadres de gestion de la fonction publique (RACGFP), du Régime d'assurance-invalidité de longue durée et du Régime d'assurance invalidité. Vérification de la garantie d'assurance au fichier de pension DND PPE 859 et aux états de service des membres de la GRC RCMP PPE 802. ***Normes de conservation et de destruction :*** les documents sont détruits un an après le décès de l'employé. ***No. APC :*** 86-001 ***Enregistrement (SCT) :*** 001375 ***Numéro de fichier :*** TPSGC PCE 703

Garderie en milieu de travail
Description : Ce fichier ordinaire renferme des renseignements recueillis à partir d'enquêtes menées par les ministères auprès de leurs employés pour évaluer la demande de garderies en milieu de travail, à partir des dossiers des garderies en milieu de travail. Ces renseignements ont été compilés dans le but de déterminer l'aide financière permanente sur laquelle pourront compter les garderies pour ce qui est de la location des locaux, et d'évaluer la politique sur les garderies. Ils peuvent comprendre des données personnelles sur l'employé ou l'utilisateur, ou encore sur ses enfants, et peuvent porter sur la demande prévue, la probabilité qu'un employé inscrive un enfant dans une garderie parrainée par le ministère et les raisons qui pourraient l'inciter à l'y inscrire. les renseignements seront communiqués volontairement et ne pourront être utilisés qu'avec le consentement des employés. ***Catégorie de personnes :*** Tous les employés des ministères et organismes fédéraux énumérés à la partie I de l'annexe I de la Loi sur les relations de travail dans la fonction publique. ***But :*** Le fichier servira à déterminer si l'intérêt et la demande sont suffisants pour que le ministère envisage réellement (étude de viabilité) la possibilité d'établir une garderie en milieu de travail. Il permettra de déterminer le niveau d'aide que le gouvernement fédéral est prêt à accorder à la garderie en ce qui concerne la location des locaux. Il servira également à évaluer la politique sur les garderies. ***Usages compatibles :*** Les renseignements contenus dans ce fichier seront utilisés pour effectuer les recherches et compiler les statistiques nécessaires à l'établissement d'une garderie. Ils permettront également d'évaluer et de surveiller la politique sur les garderies dans la fonction publique fédérale, ainsi que le niveau d'aide que le gouvernement fédéral est prêt à accorder dans le cadre de cette politique pour la location des locaux destinés aux garderies. L'information pourra être communiquée au Conseil du Trésor, au ministère, au comité constitué avec l'approbation du ministère, à un ministère gardien et au conseil d'administration de la garderie. C'est à partir de ces renseignements et de ceux tirés des fichiers mentionnés ci-dessous que le ministère pourra déterminer le nombre d'employés qui utilisent une garderie et leur profil. ***Normes de conservation et de destruction :*** La période de conservation des renseignements contenus dans ce fichier n'a pas encore été déterminée. ***Enregistrement (SCT) :*** 000714 ***Numéro de fichier :*** TPSGC PCE 706

Registre des logements de la Couronne
Description : ce fichier renferme des renseignements sur les employés de l'administration fédérale qui occupent des logements de la Couronne ou qui attendent de pouvoir en occuper. Il contient les noms, les adresses, le nombre de personnes chargée, les salaires, la durée de la location, l'ancienneté de service, les rapports d'inspections, les frais de services et les autres renseignements lis l'occupation d'un logement. ***Catégorie de personnes :*** employés de l'administration fédérale. ***But :*** ce fichier a pour but de consigner des renseignements qui servent administrer les logements fédéraux. ***Normes de conservation et de destruction :*** l'information est conservée pendant une période de cinq ans, dans le cas de besoins de logements, et de trois

Enregistrement (SCT) : 003203 ***Numéro de fichier :*** MTC PPE 816

Système de gestion du personnel
Description : Ce fichier renferme un système d'information sur la gestion du personnel et des postes. Les données portent sur les congés, les présences, la rémunération, les avantages sociaux, les langues officielles, la formation et l'utilisation des ressources. Des améliorations ont permis d'automatiser les transactions de la paie. ***Catégorie de personnes :*** Tous les employés de Transports Canada. ***But :*** Ce fichier a pour but de servir d'outil de travail et de permettre au ministère de fournir des données exigées par les organismes centraux. ***Normes de conservation et de destruction :*** Ces dossiers sont conservés cinq ans et sont sujets à révision. ***No. APC :*** 86-001 ***Enregistrement (SCT) :*** 001073 ***Numéro de fichier :*** MTC PPE 801

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Travaux publics et Services gouvernementaux Canada

Chapitre 104

Fichiers centraux

Les formalités d'accès en vertu de la Loi sur l'accès à l'information et de la Loi sur la protection des renseignements personnels sont expliquées dans l'INTRODUCTION (au début de cette publication).

De manière à pouvoir administrer les régimes de prestations, de pensions et de paye de la fonction publique et à pouvoir fournir des services de pension à d'autres organismes, le Ministère conserve le documents suivants:

– correspondance ministérielle

– dossiers par sujet, y compris les décisions administratives et les avis juridiques

– correspondance portant sur le régime de soins dentaires

– dossiers de listes de paye pour la fonction publique et la Gendarmerie royale du Canada.

– les dossiers de versement de pensions des Forces canadiennes, de la Gendarmerie royale du Canada, des membres du Parlement et des juges.

Les dossiers sont conservés dans la région d'Ottawa-Hull ainsi que dans les autres régions.

Remarque: des demandes d'accès concernant les documents et les versements relatifs à des particuliers doivent être adressées au ministère-programme concerné.

Banque de données sur les pensions de la fonction publique
Description : cette banque de données renferme des dossiers manuels et informatiques contenant les pièces suivantes : actes de nomination, statistiques de l'état civil, documents, options, avis, calculs, correspondance, états de services, localisations géographiques, prestations de pension, documentation concernant la protection et le bénéficiaire des prestations supplémentaires de décès (PSD), renseignements portant sur les assurances, données sur les déductions au titre du service et les derniers paiements émis, en ce qui concerne les pensionnés protégés par la Loi sur la pension de la fonction publique et par la Loi sur les prestations de retraite supplémentaires, ainsi que les pensionnés visés par d'anciennes lois sur les pensions, et leurs survivants. ***Catégorie de personnes :*** les employés actifs et les anciens employés de la fonction publique et leurs survivants qui sont visés par la Loi sur la pension de la fonction publique, ainsi que les pensionnés qui sont visés par les anciennes lois sur les pensions. ***But :*** ce fichier sert à déterminer l'admissibilité au paiement des cotisations, à calculer le total des cotisations de service antérieur, à stocker les dossiers

précédents sont conservés pendant 15 ans, puis détruits. ***No. APC :*** 86-001 ***Enregistrement (SCT) :*** 002306 ***Numéro de fichier :*** MTC PPE 808

Profil du personnel
Description : Contient les profils des employés qui travaillent avec le Groupe des aéroports, région de l'Ontario. Ces informations comprennent les noms, positions, locations de travail, qualifications, intérêts et ambitions de ces employés. ***Catégorie de personnes :*** Employés, Groupe des aéroports, région de l'Ontario. ***But :*** Pour aider la gérance du groupe dans la planification de l'entraînement et le développement de ses employés. ***Usages compatibles :*** Information ramasser est utilisé par la gérance pour faciliter l'adaption des besoins de l'organisation aux intérêts et aspirations des employés. ***Normes de conservation et de destruction :*** Fichiers sont retenus pour trois ans avant d'être détruits. ***Enregistrement (SCT) :*** 003201 ***Numéro de fichier :*** MTC PPE 817

Programme d'aide aux employés (PAE)
Description : Ce fichier contient des renseignements confidentiels relatifs à la participation de l'employé aux services de consultation, la source et la raison de la référence, la chronologie de cas, les recommandations et références, et les données démographiques du client. ***Catégorie de personnes :*** Les employés de Transports Canada utilisant les services de consultation. ***But :*** Ce fichier a pour but de conserver les renseignements nécessaires à l'administration du programme et de répondre aux besoins de l'employé qui utilise les services de consultation. ***Usages compatibles :*** Étayer les décisions des conseillers concernant les démarches prises en matière d'aide aux employés (ex. références, recommandations, suivi). Utilisation d'une banque globale de données afin de déterminer les besoins relatifs au programme. ***Normes de conservation et de destruction :*** Les dossiers sont détruits deux ans après la dernière activité enregistrée au programme d'aide aux employés. ***No. APC :*** 86-001 ***Enregistrement (SCT) :*** 001069 ***Numéro de fichier :*** MTC PPE 803

Programme de l'équité en matière d'emploi – auto-identification du groupe cible
Description : Ce fichier est de la responsabilité du Programme de l'équité en matière d'emploi du Ministère. Les dossiers contiennent les données recueillies par une enquête ministérielle auprès des employés de Transports Canada. Les employés donnent volontairement des renseignements personnels : nom, numéro d'assurance sociale et groupe cible. Les renseignements seront mis à jour au moyen d'un questionnaire qui sera joint à la lettre d'offre aux nouveaux employés. ***Catégorie de personnes :*** Les employés de Transports Canada. ***But :*** Le fichier a été établi pour permettre l'analyse approfondie des statistiques du Programme d'équité en matière d'emploi envers les groupes désignés du Ministère. Cela reflétera la situation des employés de Transports Canada et facilitera la provision équitable de services à tous les groupes désignés. ***Normes de conservation et de destruction :*** Les dossiers des employés sont conservés jusqu'au moment de leur départ du Ministère. ***No. APC :*** 86-001 ***Enregistrement (SCT) :*** 001604 ***Numéro de fichier :*** MTC PPE 804

Programme de maintien de l'emploi
Description : Ce fichier contient des renseignements sur les employés touchés par le réaménagement de l'effectif. Ces renseignements se rapportent aux employés, aux postes, à la situation à l'intérieur du Programme de maintien de l'emploi, aux considérations sur le redéploiement et le recyclage. ***Catégorie de personnes :*** Employés de Transports Canada. ***But :*** Le but de ce fichier est de renseigner le personnel chargé de l'administration du Programme de maintien de l'emploi, d'appuyer et de documenter les décisions relatives au réaménagement de l'effectif, plus particulièrement en ce qui a trait ou recyclage des employés touchés. ***Normes de conservation et de destruction :*** Les dossiers sont conservés deux ans après les dernières décisions administratives. ***No. APC :*** 86-001 ***Enregistrement (SCT) :*** 002307 ***Numéro de fichier :*** MTC PPE 807

Système de gestion de l'information sur la formation
Description : Le SGIF est un système de capture de données et de préparation de rapports pour le Plan annuel de formation et le Rapport des activités de formation. De plus, ce système comprend un module d'inscription aux cours et un module de données historiques sur les cours suivis par les employés. Le système comprend les informations suivantes : nom, NAS, classification, sexe, première langue officielle, titre du poste et adresse de l'employé. Le système comprend également des renseignements sur les cours : code de cours, titre du cours, localisation et dates, code de programme de formation, langue et source du cours ainsi que les considérations financières afférentes. ***Catégorie de personnes :*** Les employés de Transports Canada. ***But :*** De fournir des informations de gestion en vue d'étayer le processus de prise de décision des gestionnaires dans le domaine de la formation. Le système vise également à répondre aux exigences d'information des agences centrales et du Ministère. Il est également utilisé pour répondre à certaines demandes soumises en fonction des lois sur l'accès à l'information et de la protection des renseignements personnels. Des rapports sont produits selon les besoins tout en respectant les normes établis par la loi de la protection des renseignements personnels. ***Usages compatibles :*** Nous colligeons et traitons l'information pour fins de planification, d'établissement de priorité et de compte rendu des activités et coûts de formation au sein du Ministère. L'information recueillie permet également de déterminer la nature et l'envergure de la formation par composante organisationnelle et de procéder à la comparaison des données : (a) planifiées et rapportées; (b) planifiées et non-rapportées; et, (c) non-planifiées mais rapportées. ***Normes de conservation et de destruction :*** L'information est maintenant gardée pour une période indéterminée puisqu'elle est jugée de nature historique mais ne devrait pas dépasser 35 ans (étant les années approximative de service d'une carrière dans la Fonction publique).

Transports Canada
Chapitre 103

Fichiers particuliers

Demande de désignation au titre d'inspecteur des marchandises dangereuses
Description : Ce formulaire collige des renseignements concernant les postulants afin que la Direction générale du transport des marchandises dangereuses puisse délivrer des certificats d'inspecteurs. ***Catégorie de personnes :*** Les personnes qui satisfont aux exigences de certification aux termes de la partie XIII du Règlement sur le TMD. ***But :*** Les renseignements sont exigés en vertu de la Loi de 1992 sur le TMD, et de la partie XIII du Règlement sur le TMD pour la délivrance du certificat d'inspecteur. ***Usages compatibles :*** Les renseignements figurant sur la demande sont exigés en vertu de la Loi de 1992 sur le TMD et de la partie XIII du Règlement sur le TMD et sont nécessaires pour la délivrance d'un certificat d'inspecteur. La partie du formulaire portant sur le certificat est remise à l'inspecteur pour qu'il puisse s'identifier. ***Normes de conservation et de destruction :*** Les documents sont conservés pendant cinq années et on peut prolonger ce délai d'une période analogue. ***Enregistrement (SCT) :*** 002689 ***Numéro de fichier :*** MTC PPE 812

Formation – Contrôleurs de la circulation aérienne et spécialistes de service de vol – progrès d'étudiant
Description : Ce fichier comprend les données personnelles, y compris le numéro d'assurance sociale, les résultats d'examens, le progrès de l'étudiant durant la période de formation et la correspondance relative à la participation à la formation en contrôle de la circulation aérienne et comme spécialistes de service de vol. ***Catégorie de personnes :*** Les étudiants choisissent par recrutement général afin de participer à la formation; s'ils réussissent à la formation, ils deviennent des employés de Transports Canada. ***But :*** Documentation pour la gestion de la formation pour les Contrôleurs de la circulation aériennes et des spécialistes de service de vol. ***Usages compatibles :*** Faire le "monitoring" du progrès des étudiants et pour confirmer les réalisations des employés. Si l'étudiant devient employé, les données sont couplées avec le dossier concernant les évaluations de rendement et le dossier personnel de l'employé. Si l'étudiant ne devient pas un employé, il n'y aura aucun couplage des données. ***Normes de conservation et de destruction :*** Destruction des dossiers deux ans après avoir manqué ou abandonné le processus de sélection. ***Enregistrement (SCT) :*** 003202 ***Numéro de fichier :*** MTC PPE 815

Formation et perfectionnement
Description : Ce fichier comprend les données suivantes : les demandes pour suivre les cours et les évaluations, le numéro d'assurance sociale, le statut de membre d'un group visé par l'équité en matière d'emploi, les résultats des examens et les certificats, les dossiers concernant le paiement des frais, la correspondance connexe à la participation des employés à des cours de formation et de perfectionnement parrainés par le gouvernement ou par des organismes privés. Il convient de signaler que les dossiers relatifs à la participation et aux résultats obtenus sont joints aux dossiers personnels des employés et que l'on trouve dans le fichier concernant les évaluations de rendement les renseignements touchant le besoin en perfectionnement pour chaque employé en vue d'améliorer son rendement. ***Catégorie de personnes :*** Employés de l'institution. ***But :*** Ce fichier a pour but de fournir de la documentation pour l'administration des programmes de formation et de perfectionnement, y compris des programmes lies à l'équité en matière d'emploi, au sein des ministères et organismes fédéraux. ***Usages compatibles :*** Approuver et inscrire la participation des employés à des cours de formation et de perfectionnement et confirmer les réalisations des employés. Relier les données consignés dans d'autres fichiers, afin de faciliter la mise en oeuvre et l'évaluation des politiques de gouvernement concernant les programmes d'équité et matière d'emploi. ***Normes de conservation et de destruction :*** Les dossiers peuvent être détruits cinq ans après la fin des cours de formation et de perfectionnement suivis par un employé. ***Enregistrement (SCT) :*** 003356 ***Numéro de fichier :*** MTC PPE 805

Primes d'encouragement
Description : Le fichier contient des renseignements sur les fonctionnaires qui ont été nommés pour des primes, dans le cadre du Régime des primes d'encouragement du gouvernement fédéral et des programmes du Ministère. Ces renseignements peuvent comprendre des curriculum vitae, des évaluations de rendement, des descriptions à l'appui de leur contribution méritoire dans leur travail, ou des suggestions pratiques en vue de l'amélioration des opérations de la Fonction publique, ainsi que des rapports de recommandations dûment remplis, concernant soit la prime au mérite, soit la prime à l'initiative. ***Catégorie de personnes :*** Employés du Ministère qui ont été nommés pour des primes, dans le cadre du Régime des primes d'encouragement du gouvernement ou des programmes de primes du Ministère. ***But :*** Le fichier a pour but de donner des renseignements sur les personnes qui ont été nommées pour des primes dans le cadre du Régime des primes d'encouragement du gouvernement fédéral et autres primes du Ministère. ***Usages compatibles :*** Les renseignements contenus dans ce fichier sont utilisés pour établir des précédents au sujet des primes et pour fournir une vérification à rebours concernant les dépenses de fonds. ***Normes de conservation et de destruction :*** Les fichiers opérationnels sont conservés pendant une période minimale de deux ans, puis détruits; les fichiers financiers sont conservés pendant six ans, puis détruits; et les fichiers créant des

Évaluation du rendement
Formation et perfectionnement
Griefs
Harcèlement
Langues officielles
Présences et congés
Programme d'équité en matière d'emploi
Rémunération et avantages
Stationnement
Vérification de la fiabilité
Voyages et réinstallations

Statistique Canada
Chapitre 102

Fichiers particuliers

Demande émanant des organismes fédéraux d'enquête
Description : Ce fichier contient une copie des demandes de divulgation présentées par les organismes d'enquête fédéraux et les organismes d'enquête provinciaux faisant partie des ententes fédérales-provinciales, ainsi que la mention des documents communiqués. Elle fut créée conformément au paragraphe 8(4) de la Loi sur la protection des renseignements personnels. Seuls les éléments contenus dans les fichiers personnels peuvent être divulgués. Cependant, les données communiquées dépendent de la demande elle-même. ***Catégorie de personnes :*** Employés de Statistique Canada ayant fait l'objet d'une demande de divulgation de renseignements de la part d'un organisme d'enquête fédéral ou d'un organisme d'enquête provincial faisant partie d'une entente fédérale-provinciale. ***But :*** Ce fichier sert à tenir un registre des demandes portant sur la divulgation de renseignements personnels sur les employés de Statistique Canada (anciens ou actuels) et présentées par les organismes d'enquête fédéraux et les organismes d'enquête provinciaux faisant partie d'ententes fédérales-provinciales. Le Commissaire à la protection de la vie privée le consulte lorsqu'il examine les autorisations de divulgation et qu'il instruit les plaintes déposées par les particuliers. ***Usages compatibles :*** Il n'y a pas, en ce moment, d'autres usages pour cette banque de donnée. ***Normes de conservation et de destruction :*** Les dossiers sont conservés par le Bureau de l'accès à l'information et des renseignements personnels pendant une période de deux ans suivant la demande. ***No. APC :*** 78-001 ***Renvoi au dossier # :*** STC SAC 615 ***Enregistrement (SCT) :*** 001603 ***Numéro de fichier :*** STC PPE 802

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion
Aide aux employés
Autorisations sécuritaires
Cartes d'identification et laissez-passer
Code régissant les conflits d'intérêts et l'après-mandat
Dossier personnel d'un employé
Dotation
Évaluation du rendement
Formation et perfectionnement
Griefs
Harcèlement
Langues officielles
Mesures disciplinaires
Présences et congés
Primes d'encouragement
Programme d'équité en matière d'emploi
Rémunération et avantages
Sécurité et santé au travail
Stationnement
Voyages et réinstallations

pendant cinq ans; les rapports d'enquête sur les accidents et les maladies ou les blessures professionnelles, et la correspondance afférente, de même que les Rapports du superviseur (enquête sur un accident), sont conservés pendant 10 ans; après cette période, les dossiers sont détruits. Quant aux dossiers de Travail Canada, ils sont gardés pendant le nombre d'années précisé dans la description du fichier correspondant. ***Enregistrement (SCT) :*** 000156 ***Numéro de fichier :*** SEE PPE 806

Langues officielles
Description : Ce fichier renferme les inscriptions aux cours de langues et les fiches de présences; les demandes de formation linguistique comprenant des données personnelles de base, notamment la première langue officielle de l'employé, la date de naissance et le numéro d'assurance sociale aux fins d'identification; les résultats des examens de connaissance de la langue et la correspondance relative aux compétences des employés en matière de langues officielles. Les renseignements afférents aux examens de connaissance de la langue et aux exemptions sont versés au dossier professionnel de l'employé. Les renseignements personnels contenus dans ce fichier sont également consignés dans le Système de renseignements informatisé des ressources humaines. ***Catégorie de personnes :*** Employés actuels et anciens employés. ***But :*** Étayer à l'aide de pièces à l'appui les décisions relatives à la formation en matière de langues officielles et aux examens de connaissance de la langue, et justifier les besoins de formation linguistique et les réalisations des employés. ***Usages compatibles :*** Étayer à l'aide de pièces à l'appui les décisions touchant les employés en matière de dotation, de mutation et de promotions; collaborer à l'évaluation de la compétence linguistique des employés et vérifier la gestion des programmes ayant trait aux langues officielles. Le numéro d'assurance sociale est utilisé en vertu de la Loi de l'impôt sur le revenu. Il sert de numéro de référence pour la formation linguistique des employés. Il peut également devoir être transmis à la Commission de la Fonction publique et au Secrétariat du Conseil du Trésor. ***Normes de conservation et de destruction :*** On détruit les dossiers deux ans après la date de la dernière justification à l'aide de documents. ***Enregistrement (SCT) :*** 000155 ***Numéro de fichier :*** SEE PPE 805

Stationnement
Description : Ce fichier renferme les demandes de permis de stationnement et la correspondance relative au stationnement des automobiles dans les parcs loués par la Société. La section du dossier personnel de l'employé portant sur la rémunération et les avantages sociaux contient aussi les renseignements relatifs aux retenues salariales effectuées pour le règlement des frais de stationnement. Les renseignements personnels contenus dans ce fichier sont également consignés dans le Système de renseignements informatisé des ressources humaines et dans le Système informatique de gestion. ***Catégorie de personnes :*** Employés actuels et anciens employés qui ont présenté une demande de permis de stationnement. ***But :*** Le fichier sert à étayer l'administration des avantages en matière de stationnement. ***Usages compatibles :*** Les dossiers servent à administrer la délivrance et l'annulation des permis de stationnement et à simplifier la retenue des frais de stationnement sur les salaires. ***Normes de conservation et de destruction :*** On détruit les dossiers deux ans après l'expiration du permis. ***Enregistrement (SCT) :*** 000159 ***Numéro de fichier :*** SEE PPE 808

Voyages et réinstallations
Ce fichier renferme les autorisations, les avances, les demandes de remboursement, les reçus, les préparatifs de voyage, les itinéraires et la correspondance concernant les déplacements, les réinstallations ou les affectations à l'étranger des employés. Ce fichier concerne les employés actuels et anciens employés. Il a pour but d'emmagasiner des renseignements concernant les voyages, les réinstallations et les affectations à l'étranger des employés. Il sert également à approuver les questions de voyage et de réinstallation ainsi que les affectations à l'étranger, les avances et les demandes de remboursement. Les dossiers sont détruits six ans après l'exercice financier durant lequel il y a eu règlement des frais de voyage ou de réinstallation. ***No. APC :*** 85-001 ***Numéro de fichier :*** SEE PPE 811

Solliciteur général Canada
Chapitre 101

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

mutations, les promotions, les rétrogradations, la classification, le rendement, l'aide reçue, les mesures disciplinaires, les griefs et la cessation d'emploi. ***Usages compatibles :*** Étayer les décisions portant sur la dotation; la rémunération et les avantages sociaux; la formation et le perfectionnement; les langues officielles; la santé et la sécurité professionnelles. ***Normes de conservation et de destruction :*** On conserve le dossier pendant la durée de l'emploi. Après la cessation d'emploi, le dossier est joint au dossier personnel de l'employé que l'on garde pendant un an. Par la suite, le dossier est envoyé aux Archives nationales du Canada qui le conservent jusqu'à ce que l'employé ait atteint l'âge de 70 ans, ou pendant un maximum d'un an suivant le décès de l'employé, pourvu que deux ans se soient écoulés depuis la dernière mesure administrative. On peut également conserver le dossier de façon permanente si on estime qu'il possède une valeur historique. ***Enregistrement (SCT) :*** 000151 ***Numéro de fichier :*** SEE PPE 801

Dotation
Description : Ce fichier renferme les demandes de dotation; les descriptions de poste; les échelles de traitement; les profils de sélection; les demandes d'emploi des candidats; les observations des comités de dotation en personnel; les examens et les résultats; les offres d'emploi; les avis envoyés aux candidats et la correspondance relative aux divers processus de dotation, y compris le répertoire des ressources humaines. On trouve dans les dossiers de ce fichier une vaste gamme de renseignements personnels sur l'employé, notamment le niveau d'instruction, les qualifications et parfois l'âge, le sexe et le numéro d'assurance sociale, s'ils ont été fournis par le candidat. ***Catégorie de personnes :*** Employés-candidats. ***But :*** Choisir les candidats et combler les postes vacants. ***Normes de conservation et de destruction :*** On conserve les dossiers pour une période de deux ans suivant l'instruction de la demande de dotation ou toute mesure administrative; après cette période, les dossiers sont détruits. On conserve les documents relatifs à chaque candidat retenu dans le dossier personnel de l'employé et dans son dossier professionnel. ***Enregistrement (SCT) :*** 000153 ***Numéro de fichier :*** SEE PPE 803

Formation et perfectionnement
Description : Ce fichier renferme les données personnelles, notamment les demandes de participation à des cours et les évaluations, les résultats des examens et les certificats; les pièces justificatives de règlement des frais et la correspondance ayant trait à la participation des employés à des cours de formation et de perfectionnement parrainés par le gouvernement et donnés par des organismes privés qui peuvent avoir besoin du numéro d'assurance sociale. Les documents relatifs à la participation et aux réalisations de l'employé sont joints à son dossier professionnel, et la formule d'évaluation de rendement versée au dossier professionnel de l'employé peut aussi renfermer les renseignements relatifs aux besoins individuels de perfectionnement. Les renseignements personnels contenus dans ce fichier sont également consignés dans le Système de renseignements informatisé des ressources humaines. ***Catégorie de personnes :*** Employés actuels et anciens employés. ***But :*** Approuver et noter la participation des employés à des cours de formation et de perfectionnement. ***Usages compatibles :*** Étayer les décisions portant sur le traitement et les avantages sociaux, la fiche de présences et de congés, les mutations, les promotions et les évaluations de rendement. Le numéro d'assurance sociale est utilisé en vertu de la Loi de l'impôt sur le revenu. Il peut éventuellement servir de numéro de référence pour la formation et le perfectionnement des employés. ***Normes de conservation et de destruction :*** On détruit les dossiers deux ans après la fin des cours de formation et de perfectionnement suivis par l'employé. ***Enregistrement (SCT) :*** 000154 ***Numéro de fichier :*** SEE PPE 804

Hygiène et sécurité professionnelles
Description : Ce fichier renferme des rapports d'enquête sur les accidents et les blessures ou les maladies professionnelles et la correspondance connexe, de même que des copies du Rapport du superviseur; enquête sur un accident, documents qui sont conservés au centre de responsabilité compétent. Conformément aux exigences de Travail Canada, ces dossiers renferment des renseignements personnels sur les employés victimes d'accident au travail, notamment l'âge, le sexe, l'état civil, le numéro d'assurance sociale, l'adresse domiciliaire, le traitement et l'emploi. Les dossiers sur l'administration des premiers soins sont conservés conformément à la politique du Conseil du Trésor. Les dossiers, y compris les rapports médicaux de chaque employé, les demandes d'indemnisation et la correspondance connexe, et les pièces justificatives des sommes versées, sont conservés par Travail Canada dans le fichier TRA PCE 701. ***Catégorie de personnes :*** Employés actuels et anciens employés. ***But :*** Consigner tous les détails relatifs à la sécurité et à la santé ainsi que les causes d'accidents et de blessures afin de prévenir les accidents et de favoriser un climat de salubrité, et contribuer à la gestion efficace du programme de santé et de sécurité. ***Usages compatibles :*** Étayer les décisions relatives aux indemnisations et aux congés attribuables à des accidents du travail; agir de façon à prévenir les blessures et les maladies, et les invalidités qui en découlent ou qui sont aggravées par les conditions de travail; s'assurer que les employés exposés à certains risques professionnels reconnus puissent continuer à travailler sans porter atteinte à leur santé, à leur sécurité ou à celle des autres; et établir des conditions qui permettront à certains employés atteints d'une maladie ou d'un handicap reconnu de continuer à travailler dans des conditions propices à leur état. Le numéro d'assurance sociale, qui est utilisé en vertu de la Loi de l'impôt sur le revenu, est consigné aux rapports d'accidents qui sont transmis à Travail Canada. ***Normes de conservation et de destruction :*** On conserve les dossiers relatifs à l'administration des premiers soins

Cartes d'identité et laissez-passer
Description : Ce fichier renferme des photos, des formulaires d'identification et la correspondance ayant trait à l'émission de cartes d'identité et de laissez-passer. ***Catégorie de personnes :*** Employés actuels et anciens employés. ***But :*** Émettre les cartes d'identité et les laissez-passer ***Normes de conservation et de destruction :*** On détruit les dossiers deux ans après l'expiration des cartes d'identité et des laissez-passer. ***Enregistrement (SCT) :*** 000161 ***Numéro de fichier :*** SEE PPE 809

Conflits d'intérêts
Description : Ce fichier contient des divulgations volontaires faites par les employés concernant des situations potentielles de conflit d'intérêts, ainsi que des rapports d'enquête et de la correspondance concernant les conflits d'intérêts potentiels et réels entre les fonctions officielles des employés et leurs intérêts privés ou les valeurs immobilières qu'ils possèdent. ***Catégorie de personnes :*** Employés actuels et anciens employés qui se trouvent ou pourraient se trouver en situation de conflit d'intérêts. ***But :*** Le fichier sert à étayer la mise en oeuvre de la politique de la Société en matière de normes de conduite. ***Usages compatibles :*** Les dossiers permettent d'établir s'il y a conflit d'intérêts et, le cas échéant, de trouver un moyen de résoudre la situation de conflit d'intérêts. ***Normes de conservation et de destruction :*** Les dossiers sont détruits deux ans après que la situation reliée à un conflit d'intérêts potentiel est réglée ou que l'on a résolu le cas où il y avait effectivement conflit. ***Enregistrement (SCT) :*** 000160 ***Numéro de fichier :*** SEE PPE 810

Dossier personnel de l'employé
Description : Ce fichier renferme des renseignements personnels sur l'employé, notamment l'âge, le sexe, le numéro d'assurance sociale, le numéro du régime provincial d'assurance-maladie, le numéro d'employé, l'état civil, l'invalidité, l'adresse domiciliaire, le numéro de téléphone, ainsi que la correspondance relative au recrutement et à la cessation d'emploi, au traitement et aux indemnités, aux retenues salariales et aux avantages sociaux, au régime de pension, à la fiche de présences et de congés, à l'équité d'emploi, le cas échéant, et aux certificats médicaux à l'appui des congés de maladie. Les documents d'appui comprennent des copies des certificats de naissance de l'employé, de son conjoint et de leurs enfants; les certificats de mariage ou de décès; le nom de la personne avec qui communiquer en cas d'urgence; les renseignements bancaires permettant le virement du traitement; et les fiches de désignation des bénéficiaires. Les renseignements personnels contenus dans ce fichier sont également consignés dans le Système de renseignements informatisé des ressources humaines. ***Catégorie de personnes :*** Employés actuels et anciens employés. ***But :*** Compiler les documents et les autorisations justifiant le recrutement, la cessation d'emploi, le régime de pension et l'équité en matière d'emploi; la fiche de présences et de congés; le versement du traitement et des prestations, et les retenues salariales. On se sert du numéro d'assurance sociale aux fins d'identification et pour assurer l'uniformité de la gestion de la paye et des avantages sociaux. ***Usages compatibles :*** Établir le caractère authentique des décisions relatives au recrutement et à la cessation d'emploi; à la fiche de présences et de congés; au traitement, aux prestations et aux avantages sociaux; au régime de pension; et assurer la vérification et le rapprochement de la feuille de paye. Le numéro d'assurance sociale est utilisé en vertu de la Loi de l'impôt sur le revenu. Il sert de numéro de référence pour l'emploi, le régime de pension, la rémunération et les avantages sociaux. On le transmet également, avec d'autres renseignements, à Revenu Canada pour l'impôt sur le revenu, à Approvisionnements et Services Canada pour le régime de pension, à Santé et Bien-être social Canada pour la retraite, à la Commission de la Fonction publique et à d'autres organismes gouvernementaux pour faciliter le maintien de l'emploi, aux gouvernements provinciaux pour l'impôt sur le revenu et l'assurance-maladie, et aux compagnies qui offrent des régimes d'assurance collective pour les prestations d'invalidité de longue durée. L'information est aussi transmise à un établissement financier dans le but de faciliter l'émission des chèques, ainsi qu'à Emploi et Immigration Canada, en particulier dans le cas des anciens employés, conformément à la Loi sur l'assurance-chômage et à son règlement d'application. ***Normes de conservation et de destruction :*** On conserve les dossiers pendant la durée de l'emploi. Après la cessation d'emploi, on les garde pendant un an et, par la suite, on les envoie aux Archives nationales du Canada qui les conservent jusqu'à ce que l'employé atteigne l'âge de 70 ans ou pendant un an suivant le décès de l'employé, pourvu que deux ans se soient écoulés depuis la dernière mesure administrative. On peut également conserver les dossiers de façon permanente si on estime qu'ils possèdent une valeur historique. ***Enregistrement (SCT) :*** 000152 ***Numéro de fichier :*** SEE PPE 802

Dossier professionnel de l'employé
Description : Ce fichier renferme des renseignements personnels sur l'employé, notamment l'âge, le sexe, le numéro d'assurance sociale (lorsqu'il est donné par l'employé), le numéro d'employé, l'adresse domiciliaire, la citoyenneté, les études, les antécédents professionnels, les curricula vitae et les références, les lieux de travail et les titres de poste, les nominations, les mutations, le traitement, les promotions et les rétrogradations, les périodes d'emploi, y compris les périodes de stage, la classification, les évaluations de rendement, les mesures disciplinaires, l'aide aux employés et les griefs. Le fichier peut renfermer également des observations relatives à la dotation, à la formation et au perfectionnement, aux langues officielles, et à la santé et à la sécurité professionnelles, qui peuvent également être conservées dans d'autres fichiers. Les renseignements personnels contenus dans ce fichier sont également consignés dans le Système de renseignements informatisé des ressources humaines. ***Catégorie de personnes :*** Employés actuels et anciens employés. ***But :*** Consigner les renseignements relatifs à la carrière de l'employé, notamment les nominations, les

sont utilisés afin de réaliser un profil des employés et de comparer la situation des membres des groupes cibles à celles des membres des autres groupes au sein de la SCA sur le marché du travail. Le numéro de l'employé peut servir à établir un lien entre les renseignements contenus dans ce fichier et ceux conservés dans d'autres fichiers comprenant des renseignements sur les employés (par exemple la base de données des ressources humaines) et ce, à des fins statistiques et lorsque la conservation de tels renseignements est conforme aux usages pour lesquels les renseignements personnels ont été recueillis. ***Usages compatibles :*** Les renseignements recueillis seront utilisés dans le cadre du Programme d'équité en matière d'emploi afin de déterminer s'il y a discrimination systémique dans l'embauche, de l'éliminer s'il y a lieu et d'introduire des mesures temporaires spéciales qui permettront aux groupes cibles d'être admis et d'être représentés d'une manière équitable. Les renseignements peuvent également être utilisés pour élaborer et mettre en oeuvre la politique relative à l'équité en matière d'emploi. ***Normes de conservation et de destruction :*** Les critères de destruction pour les documents contenus dans ce fichier n'ont pas encore été établis. Toutefois, ces documents seront conservés au moins durant les trois années qui suivent celle à l'égard de laquelle un rapport est fait. ***No. APC :*** 85-001 ***Enregistrement (SCT) :*** 002803 ***Numéro de fichier :*** SCA PPE 802

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés
Autorisations sécuritaires
Cartes d'identification et laissez-passer
Dossier personnel d'un employé
Dotation
Évaluation du rendement
Formation et perfectionnement
Griefs
Langues officielles
Mesures disciplinaires
Présences et congés
Rémunération et avantages
Sécurité et santé au travail
Stationnement
Voyages et réinstallations

Société immobilière du Canada limitée

Chapitre 99

Note : Les renseignements sur les employés de la Société immobilière du Canada sont détenus par Travaux publics et services gouvernementaux du Canada.

Société pour l'expansion des exportations

Chapitre 100

Fichiers particuliers

Autorisations sécuritaires
Description : Ce fichier renferme les antécédents personnels; les résumés des enquêtes menées par le Service canadien du renseignement de sécurité (SCRS); les fiches d'empreintes digitales; les casiers judiciaires; les directives sur la sécurité et la correspondance relative à l'agrément sécuritaire des employés. (Les détails des enquêtes menées par le SCRS sont gardés dans le fichier Évaluation de sécurité (SRS PPU 005 du SCRS.) ***Catégorie de personnes :*** Employés actuels et anciens employés. ***But :*** Attribuer la cote de sécurité et fournir des renseignements sur la gestion des mesures sécuritaires du gouvernement. Lorsque les organismes déterminent les cotes de sécurité, ils ne doivent examiner que les renseignements précisés dans ce fichier et non ceux mentionnés dans les dossiers sur les habilitations sécuritaires du SCRS. ***Usages compatibles :*** Étayer les décisions relatives à la dotation, aux mutations, aux promotions, aux mesures disciplinaires et à la cessation d'emploi. ***Normes de conservation et de destruction :*** On détruit les dossiers deux ans après le départ de l'employé de l'organisme qui lui a attribué une cote de sécurité. ***Enregistrement (SCT) :*** 000157 ***Numéro de fichier :*** SEE PPE 807

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Formation et perfectionnement

Langues officielles

Programme d'équité en matière d'emploi

Rémunération et avantages

Stationnement

Voyages et réinstallations

Société du Centre national des Arts

Chapitre 97

Fichiers particuliers

Travail Canada

Le but de ce fichier est de consigner des renseignements sur les questions de relations de travail qui intéressent les employés du Centre national des Arts, en se conformant aux dispositions du Code canadien du travail. Les dossiers sont conservés pendant une période indéterminée. ***Numéro de fichier :*** CNA PPE 801

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Cartes d'identification et laissez-passer

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Langues officielles

Les accidents d'automobile, de bateau, d'embarcation et d'avion

Mesures disciplinaires

Présences et congés

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Société du crédit agricole Canada

Chapitre 98

Fichiers particuliers

Conflits d'intérêt

Description : Ce fichier contient des divulgations volontaires faites par les employés concernant des situations potentielles de conflit d'intérêt, des rapports d'enquête, ainsi que la correspondance concernant les conflits d'intérêt potentiels et réels entre les fonctions officielles des employés et leurs intérêts privés ou les valeurs immobilières qu'ils possèdent. ***Catégorie de personnes :*** Employés de l'institution. ***But :*** Ce fichier contient des renseignements concernant des situations de conflit d'intérêt potentiel ou réel pour les employés des ministères et organismes fédéraux. Il sert à consigner les conflits d'intérêt potentiels et à résoudre les situations réelles de conflit d'intérêt. ***Usages compatibles :*** Étayer les décisions touchant les mutations, les mesures disciplinaires et la fin d'emploi. ***Normes de conservation et de destruction :*** Les dossiers sont détruits deux ans après que la situation reliée à un conflit d'intérêt potentiel est réglée ou que l'on a résolu le cas où il y avait effectivement conflit. ***No. APC :*** 85-001 ***Enregistrement (SCT) :*** 001626 ***Numéro de fichier :*** SCA PPE 801

Programme d'équité en matière d'emploi

Description : Ce fichier contient des renseignements sur les employés des groupes cibles. Les répondants doivent indiquer sur un questionnaire s'ils sont autochtones, s'ils souffrent d'une invalidité physique permanente ou continue ou s'ils font partie d'un groupe des minorités visibles. ***But :*** Ce fichier contient toute la documentation nécessaire à la mise en oeuvre de la Loi sur l'équité en matière d'emploi. C'est grâce à ces renseignements qu'il est possible d'avoir toutes les données au sujet des employés, présentées selon leur groupe cible (par exemple femmes, autochtones et personnes handicapées physiquement ou mentalement et groupe de minorités visibles). Ces renseignements

l'employé. Le dossier individuel d'un employé comprend des résumés de décisions concernant la dotation; les présences et les congés; la rémunération et les avantages; la formation et le perfectionnement; les décisions concernant les indemnités et l'aptitude au travail; les langues officielles; la discipline, et les autorisations sécuritaires. On trouve toutefois les renseignements principaux concernant ces sujets dans les autres fichiers ordinaires décrits ci-après. Il se peut que le dossier individuel de l'employé ne comprenne pas les renseignements personnels utilisés pour prendre des décisions dans les domaines susmentionnés. ***Catégorie de personnes :*** Employés de la Société. ***But :*** Ce fichier a pour but de fournir de la documentation et de donner des autorisations pour les nominations, les mutations, les promotions, les rétrogradations, la fin de l'emploi et les pensions de retraite. ***Usages compatibles :*** Identifier les décisions relatives à la dotation, aux présences et aux congés; à la rémunération et aux avantages; à la formation et au perfectionnement; à l'hygiène et à la sécurité professionnelles; aux langues officielles; à la discipline; aux autorisations sécuritaires ainsi qu'à la vérification des références professionnelles. Ces renseignements servent également à Approvisionnements et Services Canada, car ils facilitent le paiement des traitements; aux divers régimes d'assurance-maladie provinciaux; aux assureurs de groupe; aux syndicats (retenue des cotisations), et à Santé nationale et Bien-être social (aux fins des pensions). ***Normes de conservation et de destruction :*** Les dossiers sont gardés par l'organisme ou le ministère pour lequel travaille actuellement l'employé pour toute la durée d'emploi, plus un an. Après cette période, les renseignements sont transférés aux Archives nationales du Canada et sont gardés jusqu'à ce que l'employé ait atteint l'âge de 70 ans ou jusqu'à deux ans après le décès de l'employé; après quoi, le dossier est détruit, pourvu que deux ans se soient écoulés depuis la dernière utilisation à des fins administratives des renseignements en question. Quant aux dossiers relatifs à des mesures disciplinaires, la durée de conservation est mentionnée dans les conventions collectives pertinentes, ou elle est de trois ans suivant la date à laquelle les mesures disciplinaires ont été prises, en autant qu'aucune autre mesure disciplinaire n'ait été prise depuis. Lorsque les mesures disciplinaires ont été annulées, c'est l'organisme ou le Ministère qui voit à ce que le document touchant cette mesure soit immédiatement détruit. ***No. APC :*** 85-001 ***Enregistrement (SCT) :*** 000308 ***Numéro de fichier :*** DIC PPE 801

Dotation
Ce fichier contient les demandes de dotation; les descriptions de poste; les échelles de salaire; les profils de sélection; les affiches de concours; les demandes de mutation; les listes de mises à pied; les imprimés d'ordinateur relatifs au répertoire des ressources humaines; les demandes d'emploi des candidats; les listes de candidats; les évaluations des jurys de sélection, y compris les notes d'évaluation provenant du comité de dotation en personnel; les documents relatifs aux examens et à leurs résultats; les listes d'admissibilité; les offres d'emploi; les avis destinés aux candidats; les avis relatifs au droit d'appel et les documents à cet égard; la correspondance relative à la dotation faite par divers moyens, notamment par voie de concours et à l'aide du répertoire des ressources humaines. On trouve dans les dossiers du fichier une grande variété de renseignements personnels qui portent notamment, sur l'âge, le sexe, le niveau des études et le numéro d'assurance sociale. On peut également trouver des avis relatifs à des décisions de dotation dans le dossier personnel d'un employé. Les renseignements dans ce fichier se rapportent aux employés de la Société. ***Numéro de fichier :*** DIC PPE 802

Évaluation du rendement
Ce fichier contient des évaluations, des rapports et de la correspondance concernant le rendement de l'employé au travail (habiletés, aptitudes, réalisations et intérêts). Les renseignements de ce fichier se rapportent aux employés de la Société. Ce fichier contient des renseignements concernant le niveau de rendement de chacun des employés des ministères et organismes fédéraux. Il vise à déterminer le rendement de chacun des employés, notamment en ce qui a trait à la nécessité de donner des cours de formation et de perfectionnement, aux approbations de la rémunération au rendement, aux augmentations annuelles, au maintien en fonction, à la prolongation de la période de stage et au renvoi pendant un stage. Le fichier sert aussi à soutenir les décisions ayant trait aux promotions, aux mutations, aux rétrogradations, à l'aide aux employés, aux mesures disciplinaires et à la fin d'emploi. ***Numéro de fichier :*** DIC PPE 804

Présences et congés
Ce fichier contient des rapports sur les absences et les demandes de congé, ainsi que les certificats médicaux connexes à un congé de maladie. Sur tous ces documents, on doit inscrire le numéro d'assurance sociale, afin de vérifier l'identité de l'individu; on doit également joindre la correspondance connexe aux présences et congés. Toutefois, il n'est pas nécessaire d'inscrire le numéro d'assurance sociale pour chaque type de données. Le dossier annuel portant sur les congés et les présences est joint au dossier personnel d'un employé. Certains renseignements relatifs aux congés et aux présences sont présentés sous forme de modules automatisés enregistrés dans des bases de données sur le personnel de l'organisme ou du ministère (systèmes présence/temps, congés et absences). Les renseignements dans ce fichier se rapportent aux employés de la Société. Ce fichier a pour but d'étayer l'administration des congés et des présences des employés au sein des ministères et organismes fédéraux. Le fichier sert aussi à consigner les congés autorisés et les jours de présence; soutenir les décisions relatives à la rémunération et aux avantages, notamment en ce qui a trait aux congés et à la fin d'emploi, et déterminer quelle est l'utilisation des congés et le taux d'absentéisme. ***Numéro de fichier :*** DIC PPE 803

Normes de conservation et de destruction : Ces dossiers sont conservés pendant deux ans après expiration de la liste d'admissibilité d'une action de dotation ou après la dernière consultation à des fins administratives. ***Enregistrement (SCT) :*** 002293 ***Numéro de fichier :*** SAD PPE 802

Formation et perfectionnement
Description : Ce fichier comprend les données suivantes : les demandes pour suivre les cours, et les évaluations; les résultats des examens et les certificats; les dossiers concernant le remboursement des frais; la correspondance relative à la participation des employés à des cours de formation et de perfectionnement, parrainés par le gouvernement ou par des organismes privés, et qui peuvent nécessiter l'utilisation du numéro d'assurance sociale. Il convient de signaler que les dossiers relatifs à la participation et aux résultats obtenus sont joints aux dossiers personnels des employés, et que l'on trouve, dans le dossier sur les évaluations de rendement, les renseignements touchant les besoins en perfectionnement pour chaque employé. ***Catégorie de personnes :*** Employés anciens et actuels. ***But :*** Ce fichier sert à approuver et inscrire la participation des employés à des cours de formation et de perfectionnement et à confirmer les réalisations des employés. ***Usages compatibles :*** Il sert aussi à étayer les décisions relatives à la rémunération et aux avantages; aux présences et aux congés; aux mutations; aux promotions et aux évaluations du rendement. ***Normes de conservation et de destruction :*** Ces dossiers sont conservés deux ans après la dernière consultation à des fins administratives. ***Enregistrement (SCT) :*** 002295 ***Numéro de fichier :*** SAD PPE 804

Voyages et réinstallations
Description : Ce fichier renferme les autorisations, les avances, les demandes de remboursement, les reçus, les préparatifs de voyage, les itinéraires et la correspondance concernant les déplacements, les réinstallations ou les affectations a l'étranger des employés. ***Catégorie de personnes :*** Employés de la Société. ***But :*** Ce fichier a pour but d'emmagasiner des renseignements concernant les voyages, les réinstallations et les affectations à l'étranger des employés. ***Usages compatibles :*** Ce fichier sert à approuver les questions de voyage et de réinstallation ainsi que les affectations à l'étranger, les avances et les demandes de remboursement. ***Normes de conservation et de destruction :*** Ces dossiers sont conservés pendant huit exercices financiers. ***Enregistrement (SCT) :*** 002294 ***Numéro de fichier :*** SAD PPE 803

Société de développement de l'industrie cinématographique canadienne

Chapitre 96

Fichiers particuliers

Dossier personnel d'un employé
Description : Ce fichier contient le dossier sommaire de toutes les périodes d'emploi d'une personne au sein des ministères et organismes fédéraux. Ce dossier est conservé afin de faciliter l'administration du personnel. Les renseignements contenus dans les dossiers d'un employé peuvent être utilisés aux fins suivantes : prendre des décisions ayant trait à la dotation; aux présences et aux congés; à la rémunération et aux avantages; à la formation et au perfectionnement; à l'hygiène et à la sécurité professionnelles; aux langues officielles; à la discipline; au niveau de sécurité, et lorsque les renseignements touchant un domaine peuvent influer sur une décision prise dans un autre domaine. Dans les cas susmentionnés, le fichier contient des renseignements succincts et connexes à des renseignements plus détaillés trouvés dans d'autres fichiers. Ces renseignements peuvent être utilisés, en autant que ce soit d'une manière conforme aux usages prévus, afin d'assurer que les mesures prises en matière de personnel au sein des ministères et organismes fédéraux soient coordonnées dans le meilleur intérêt de l'employé et de l'employeur. C'est l'organisme ou le ministère pour lequel l'employé travaille présentement qui exerce le contrôle sur le dossier personnel de ce dernier. Ce fichier renferme des renseignements concernant les caractéristiques personnelles, notamment l'âge et le sexe; le numéro d'assurance sociale; l'adresse domiciliaire; la citoyenneté; les études (diplômes, certificats et bulletins); les emplois antérieurs non gouvernementaux, le curriculum vitae et les références; l'emplacement de l'organisme ou du ministère; les nominations, les mutations, les promotions et les rétrogradations; les périodes d'emploi, notamment les stages, les mises à pied et la durée de l'emploi; la classification, notamment les numéros de poste, les groupes, les niveaux, les titres et les traitements; les pensions et les assurances, notamment les noms des bénéficiaires. On peut également y trouver, le cas échéant, des renseignements concernant le service militaire, y compris les périodes et les domaines de service; les exclusions des négociations collectives, notamment le statut d'un employé désigné et l'identification d'un agent de négociation; les réalisations professionnelles, y compris les publications, les brevets et les primes; les passeports et les permis d'armes à feu nécessaires pour occuper le poste; la fin de l'emploi, notamment les certificats et les raisons du départ de

courrier en cours de transmission. ***Usages compatibles :*** Les dossiers servent à l'émission et à la révocation des cartes d'identité ou des laissez-passer, et au maintien de la sécurité des immeubles. ***Normes de conservation et de destruction :*** Les documents sont gardés pendant deux ans après la date d'expiration des cartes, puis sont détruits. ***Enregistrement (SCT) :*** 001364 ***Numéro de fichier :*** SCP PPE 823

Société d'assurance-dépôts du Canada

Chapitre 95

Fichiers particuliers

Accès des employés aux locaux

Description : Tous les employée permanents et contractuels de la SADC ont une carte d'accès aux locaux de la Société. Chaque fois qu'un employé utilise sa carte, la date et l'heure sont enregistrées dans la banque de données personnelles. ***Catégorie de personnes :*** Les employés de la Société d'assurance-dépôts du Canada et les personnes qui ont droit d'accès aux locaux. ***But :*** Bien que le système de sécurité électronique présente cette fonction, l'information n'a pas beaucoup de valeur et ne sert pas à surveiller les déplacements du personnel. ***Normes de conservation et de destruction :*** Au bureau d'Ottawa , où la SADC gère elle-mème le système de sécurité, l'information est détruite tous les six mois. À Toronto, où le gérant de l'immeuble est chargé du système, l'information est conservée cinq ans. ***Enregistrement (SCT) :*** 003708 ***Numéro de fichier :*** SAD PPE 806

Conflits d'intérêts

Description : Ce fichier contient des divulgations volontaires faites par les employés concernant des situations de conflit d'intérêts potentiel, des rapports d'enquête, ainsi que la correspondance concernant les conflits potentiels et réels entre les fonctions officielles des employés et leurs intérêts privés ou les valeurs immobilières qu'ils possèdent. ***Catégorie de personnes :*** Employés de la Société. ***But :*** Ce fichier contient des renseignements concernant des situations de conflit d'intérêts potentiel ou réel. Il sert à consigner les conflits d'intérêts potentiels et les solutions apportées pour résoudre les situations de conflit d'intérêts réel. ***Usages compatibles :*** Ce fichier sert à étayer les décisions touchant les mutations, les mesures disciplinaires et la fin de l'emploi. ***Normes de conservation et de destruction :*** Ces dossiers sont conservés pendant deux ans après la dernière consultation à des fins administratives. ***Enregistrement (SCT) :*** 002296 ***Numéro de fichier :*** SAD PPE 805

Dossier personnel d'un employé

Description : Ce fichier renferme des renseignements concernant les caractéristiques personnelles, notamment l'âge, le sexe, le numéro d'assurance sociale, l'état civil, l'adresse et le numéro de téléphone du domicile, ainsi que la correspondance ayant trait à l'embauche et à la cessation d'emploi, les évaluations du rendement et les appréciations de l'employé, la rémunération et les allocations, les déductions et les avantages, la pension de retraite, les présences et les congés, ainsi que les certificats médicaux fournis à l'appui des demandes de congé de maladie. ***Catégorie de personnes :*** Ce fichier se rapporte aux employés anciens et actuels et il a pour but de fournir de la documentation et de donner des autorisations pour l'embauche, la fin de l'emploi et les pensions de retraite; les présences et les congés; les dépenses relatives aux traitements et allocations; et les déductions. Le numéro d'assurance sociale sert à des fins d'identification de l'employé et d'uniformisation de la gestion de la rémunération. ***But :*** Le fichier sert aussi a identifier les décisions relatives à l'embauche et à la fin d'emploi; aux présences et aux congés; à la rémunérations et aux avantages; aux pensions de retraite. Ces renseignements servent également à facilite la vérification et le rapprochement des comptes de la rémunération. ***Usages compatibles :*** Le fichier sert aussi a identifier les décisions relatives à l'embauche et à la fin d'emploi; aux présences et aux congés; à la rémunérations et aux avantages; aux pensions de retraite. Ces renseignements servent également à faciliter la vérification et le rapprochement des comptes de la rémunération. ***Normes de conservation et de destruction :*** Ces dossiers sont détruits lorsque l'employé a 80 ans,pourvu que deux année se soient écoulées depuis la dernière mesure administrative inscrite au dossier. Les documents sont conservés pendant un an après la fin de la période d'emploi, puis ils sont confiés au Centre des documents du personnel. ***Enregistrement (SCT) :*** 003652 ***Numéro de fichier :*** SAD PPE 801

Dotation

Description : Ce fichier contient les demandes de dotation; les descriptions de poste; les échelles de salaire; les profils de sélection; les demandes d'emploi des candidats; les listes de candidats; les évaluations des jurys de sélection, y compris les notes d'évaluation provenant du comité de dotation en personnel; les documents relatifs aux examens et à leurs résultats; les offres d'emploi; les avis destinés aux candidats; la correspondance relative à la dotation faite par divers moyens, notamment à l'aide du répertoire des ressources humaines. On trouve dans les dossiers du fichier une grande variété de renseignements personnels, comme l'âge, le sexe, la scolarité et le numéro d'assurance sociale. ***Catégorie de personnes :*** Les postulants à un emploi. ***But :*** Le fichier sert à sélectionner des candidats et à doter des postes.

employés détiennent des permis de stationnement obtenus de fournisseurs privés. ***Normes de conservation et de destruction :*** Les documents sont conservés pendant deux ans après l'année financière de l'expiration du permis avant d'être détruits. ***Enregistrement (SCT) :*** 001359 ***Numéro de fichier :*** SCP PPE 817

Système d'information sur les ressources humaines (SIRH)
Description : Le présent fichier informatisé remplace l'ancien système du même titre (l'ancien SIRH) ainsi que la Base de données sur le personnel (SCP PPE 803). Il contient des renseignements comme la date d'entrée en fonction et le nombre d'années de service à la Société canadienne des postes, la date d'entrée en fonction à la fonction publique, la date de base et les années de service valides, le numéro d'identification de l'employé, la date de naissance, le sexe, l'adresse à la maison et le numéro de téléphone, la personne avec laquelle communiquer en cas d'urgence, le type d'employé (temps– plein, temps partiel, à terme, occasionnel, etc.), le titre et le numéro de poste, la catégorie linguistique, le code d'exclusion, la durée de la semaine de travail, le salaire de base, l'unité de travail, le lieu de travail et le numéro de téléphone, le degré de bilinguisme, le niveau du visa d'intégrité, les résultats des évaluations du rendement, le dossier des nominations, la date et le motif de cessation d'emploi. Le numéro d'assurance sociale est recueilli et utilisé à des fins non statutaires, jusqu'à ce qu'il puisse être remplacé par le numéro d'identification des employés. ***Catégorie de personnes :*** Il y a des dossiers et des données sur tous les employés actuels de la SCP, qu'ils soient des employés réguliers, à terme, occasionnels, à plein temps ou à temps partiel, ainsi que sur les anciens employés qui ne sont plus à l'emploi de la SCP depuis 1985. ***But :*** Appuyer la rémunération et l'administration des avantages sociaux de tous les employés de la SCP. ***Usages compatibles :*** Les dossiers sont utilisés : à l'appui de fonctions du personnel comme la structure organisationnelle, la dotation, les vérifications de sécurité, la rémunération et les avantages sociaux, la paie et les présences, la planification et le perfectionnement des ressources humaines, les évaluations du rendement, la formation, la santé professionnelle et la sécurité, les déplacements et la réinstallation, l'équité en matière d'emploi, les relations du travail, la discipline, les démotions et les cessations d'emploi; pour faciliter la supervision des employés (les superviseurs contribueront et auront accès à certaines données sur les employés qui relèvent de leur compétence ainsi qu'aux données sur les employés qui sont admissibles à un poste au sein de leur unité de travail); pour effectuer des enquêtes et poster des publications de la Société; pour la production des rapports de la gestion (c'est-à-dire le rapport sur les langues officielles, les droits de la personne et l'équité en matière d'emploi, les prévisions quant aux ressources en main-d'oeuvre/demandes de travail; et à d'autres fins de recherche (c'est-à-dire recherche dans le domaine des relations industrielles, des études d'organisation, des comparaisons inter– entreprises, des analyses des tendances). ***Normes de conservation et de destruction :*** La destruction des données relatives aux différents programmes soutenus par le SIRH est régie par le calendrier des délais de conservation des banques pertinentes. ***No. APC :*** 88-007 ***Enregistrement (SCT) :*** 001348 ***Numéro de fichier :*** SCP PPE 804

Système national des présences
Description : Cette banque informatisée renferme, sous forme de rapport, divers renseignements comme le nom de l'employé, le numéro d'identification de l'employé, les heures de travail et les déplacements entre les postes de travail pendant un quart prévu, les heures supplémentaires, les primes de quart, les pauses de travail, les calendriers de quart, les congés prévus ou les jours de congé restants ainsi que les absences non prévues. Il est à signaler que certaines données en clair peuvent se trouver au fichier Paie et Présences, SCP-PPE-815. ***Catégorie de personnes :*** Tous les employés actuels ou ayant récemment quitté la SCP, qui sont ou qui ont été assignés à un site du SNP. ***But :*** Ce fichier a pour but de recueillir les données sur les présences et les congés aux sites SNP afin de surveiller les déplacements entre les postes des de travail des employés pendant les quarts et d'obtenir une ventilation de la répartition de la main-d'oeuvre par quart de travail à chaque établissement. ***Usages compatibles :*** Les dossiers servent à confirmer les droits salariaux et autres des employés, à déterminer les schémas de répartition de la main-d'oeuvre par quart de travail à chaque établissement SNP, à prévoir les affectations des employés réguliers et occasionnels, à effectuer des vérifications et à compiler des statistiques. Les données en direct peuvent être consultés por 16 semaines après quoi elles sont archivées sur bande magnétique. Les employés qui demandent accès à ce fichier doivent d'abord produire leur numéro d'identification d'employé, indiquer leur emplacement de travail et préciser la période à laquelle se rapportent les données. ***Normes de conservation et de destruction :*** Les dossiers seront conservés pendant un minimum de deux ans. ***Enregistrement (SCT) :*** 003547 ***Numéro de fichier :*** SCP PPE 831

Systèmes de contrôle de l'accès
Description : Le fichier contient des demandes de carte d'identité, des demandes de laissez-passer temporaires, des photographies, des données sur l'inscription des visiteurs et des rapports d'incidents occasionnels, ainsi que des documents d'appoint. L'information qui existe sur support informatique est limitée. Le système de carte d'accès et d'alarme peut aussi produire des rapports pour assister aux enquêtes d'incident et à l'analyse statistique. Les personnes qui désirent avoir accès à ce fichier doivent préciser le lieu de travail et la date d'emploi. ***Catégorie de personnes :*** Employés et entrepreneurs qui ont accès aux installations de la Société. ***But :*** Le fichier vise à contrôler l'accès à certaines installations, et à garantir la sécurité des employés et des biens de la Société et de tout le

Réinstallation
Description : Ce fichier réunit les documents suivants : lettres d'offre d'emploi, autorisations, avances, réclamations, paiements aux fournisseurs, reçus et correspondance sur la réinstallation et, s'il y a lieu, des documents sur les transactions immobilières. Des données sur les dépenses se trouvent aussi dans le fichier automatisé des réinstallations du système du grand livre auxiliaire. Précisons que les documents sur le règlement des coûts sont aussi versés au fichier Comptes fournisseurs (SCP PPE 820). Ce fichier contient aussi le numéro d'assurance social là où il s'agit de dossiers qui précèdent l'exercice 1993-1994. Les personnes qui désirent avoir accès à ce fichier doivent préciser le lieu de la réinstallation et les dates approximatives. ***Catégorie de personnes :*** Employés de la Société qui doivent ou qui viennent de se réinstaller, ainsi que sur les nouveaux employés qui doivent déménager pour venir travailler à la Société canadienne des postes. ***But :*** Le présent fichier porte sur la réinstallation des employés. ***Usages compatibles :*** Les documents servent à administrer la procédure de réinstallation (autorisations, avances, réclamations et paiements); et à des fins de budgétisation, de vérification et de recherche. Les renseignements peuvent être divulgués, avec le consentement de l'employé intéressé, à des compagnies de réinstallation et des compagnies de déménagement et à des avocats représentant l'une ou l'autre des parties engagées dans des transactions immobilières pour accélérer la procédure. ***Normes de conservation et de destruction :*** Les documents sont conservés pendant les six exercices suivant l'année pendant laquelle a été effectuée la dernière transaction financière. Les dossiers de subvention au logement sont conservés pendant les six exercices suivant la fin de la subvention. Les documents du système du grand livre auxiliaire pour la réinstallation sont détruits six ans après la fermeture du dossier. ***Enregistrement (SCT) :*** 001358 ***Numéro de fichier :*** SCP PPE 816

Services aux régions du Nord
Description : Les dossiers en clair comprennent des certificats de naissance et de mariage, des indemnités de poste isolé, des attestations d'étude et des déclarations de conjoint de fait; des certificats officiels de citoyenneté; des documents d'autorisation de déplacement et des demandes de remboursement de frais de déplacement et des dossiers de présence. Les données informatisées comprennent le nom, le numéro d'identification de l'employé, l'état matrimonial, la date de naissance, l'adresse à domicile, les données sur les présences, les congés, les salaires et les déplacements, l'unité de négociation, le profil de bureau, les données du poste, les profils annexes, les indemnités de poste isolé et d'autres droits spéciaux. Les données relatives aux nouveaux employés sont extraites du Système d'information des ressources humaines (SCP PPE 804); et partagées avec les Décaissements (voir Comptes fournisseurs, SCP PPE 820) ainsi que les Opérations du service de la paie. ***Catégorie de personnes :*** Près de 300 employés des services aux régions du Nord et leurs personnes à charge. ***But :*** Appuyer la rémunération des employés des Services aux régions du nord. ***Usages compatibles :*** Déterminer et administrer les indemnités de poste isolé (avantage imposable) aux employés des services aux régions du Nord, y compris les frais de déplacement de leur famille; vérifier les données de nomination, pour mettre à jour les listes des employés en service; surveiller les présences et les frais de déplacement; effectuer des envois intéressant particulièrement les employés ou les services des régions du Nord; et pour répondre aux demandes de renseignements. ***Normes de conservation et de destruction :*** Les dossiers seront conservés pendant un minimum de deux ans suivant la cessation d'emploi. ***Enregistrement (SCT) :*** 003548 ***Numéro de fichier :*** SCP PPE 832

Services spéciaux
Description : Ce fichier contient des renseignements personnels réunis au cours du traitement des questions délicates concernant les employés, et comprend des évaluations du problème, des solutions de rechange, des recommandations et la décision prise par la suite, à savoir la poursuite du travail, l'imposition de mesures disciplinaires, le déplacement, la rétrogradation ou la cessation d'emploi. Précisons que le règlement des frais d'inscription est aussi versé aux Comptes fournisseurs (SCP PPE 820). ***Catégorie de personnes :*** Un pourcentage restreint d'employés exclus qu'on dirige vers les Services spéciaux parce qu'il s'agit d'employés problèmes ou dont le poste a été déclaré superflu. ***But :*** Le fichier vise la prestation de conseils objectifs à la haute direction sur les cas épineux de certains employés non syndiqués. ***Usages compatibles :*** Les documents y figurant servent à garantir le traitement humanitaire et conséquent, dans la légalité, des cas soumis. Des notes sur les décisions prises (non motivées) peuvent être versées aux Dossiers individuels sur le personnel (SCP PPE 802). ***Normes de conservation et de destruction :*** Les documents sont conservés pendant une période de douze ans après le dernier emploi administratif (par exemple, règlement de la question) avant d'être détruits. ***No. APC :*** 88-007 ***Enregistrement (SCT) :*** 001355 ***Numéro de fichier :*** SCP PPE 812

Stationnement
Description : Ce fichier réunit les demandes de permis et les documents relatifs au stationnement de véhicules à moteur sur les terrains loués ou appartenant à la Société. Il existe aussi des dossiers d'opérations informatisés. Les personnes qui désirent avoir accès à ce fichier doivent préciser le lieu de travail et les dates d'emploi. ***Catégorie de personnes :*** Employés et entrepreneurs de la Société qui ont demandé ou reçu un permis de stationnement de la SCP. ***But :*** Le présent fichier vise le contrôle du stationnement à proximité de certains édifices de la Société. ***Usages compatibles :*** Les documents doivent servir à surveiller l'émission et la révocation de permis de stationnement, et dans les cas de poursuite par la GRC pour violation des règlements de stationnement. Les documents peuvent aussi aider à organiser le co-voiturage. Il est à noter que certains dossiers sont hors de la portée de la SCP car plusieurs

règlement et d'autres documents sur les accidents d'automobile et d'autres accidents avec des tiers. Les documents réunissent des renseignements sur les parties en cause, leurs assureurs (s'il y a lieu), et sur la nature de la blessure ou de la perte (d'emploi ou de revenu). Les documents portent aussi sur les pertes causées par les incendies et les crimes comme le vol, l'effraction et le vandalisme. Le Système d'information de la gestion du risque contient aussi certains dossiers informatisés qui donnent des renseignements sur les noms des employés et des requérants, la nature de la perte et le coût des règlements. Précisons que les documents sur le règlement des frais sont aussi versés au fichier Comptes fournisseurs (SCP PPE 820), que ceux sur les conducteurs de véhicules (y compris ceux sur les accidents qui n'entraînent pas de réclamations présentées par des tiers) sont conservés dans le fichier Services automobiles (SCP PPE 825), que les réclamations d'indemnisation pour accidents de travail sont classées dans le fichier Demandes de règlement à la Commission des accidents de travail (SCP PPE 845), et que les réclamations portant sur le courrier en retard, perdu ou endommagé sont versées dans le fichier Services à la clientèle (SCP PPU 030). Les personnes qui désirent avoir accès à ce fichier doivent préciser, notamment, le lieu et la date du sinistre. ***Catégorie de personnes :*** Employés de la Société victimes de sinistres (conducteurs de véhicules de la Société et facteurs) ainsi que sur les tiers qui présentent des réclamations ou à qui la Société réclame des dédommagements. ***But :*** Le présent fichier porte sur le traitement des réclamations présentées par la Société canadienne des postes et par des tiers. ***Usages compatibles :*** Les documents servent à déterminer la responsabilité dans le cas d'accidents de voiture, d'incendies et d'accidents avec des tiers; approuver les ententes de règlement (paiements faits à la Société ou par celle-ci). Comme les véhicules des postes sont assurés, les réclamations sont traitées par des régleurs de l'extérieur. Ils servent également à étayer les réclamations de la Société concernant certaines polices en vigueur, et à aider à diminuer les pertes et à mettre en place des mesures de prévention des sinistres. Précisons que certains renseignements peuvent être fournis aux compagnies d'assurance, aux avocats représentant l'une ou l'autre des parties et à la police pour faciliter le règlement des sinistres. ***Normes de conservation et de destruction :*** Les documents sont conservés pendant six années financières après le règlement des réclamations faites à la Société ou présentées par celle-ci, à moins qu'une personne mineure ne soit concernée, auquel cas les documents sont conservés pendant six années financières après que le mineur ait atteint sa majorité (âge qui varie selon les provinces). ***No. APC :*** 88-007 ***Enregistrement (SCT) :*** 001360 ***Numéro de fichier :*** SCP PPE 819

Refus de travailler

Description : Ce fichier contient des dossiers tels que des refus documentés présentés par des employés qui choisissent de ne pas travailler dans des conditions ou des endroits dangereux, des rapports d'enquête dressés par la SCP et les agents de sécurité de Travail Canada, des inscriptions quotidiennes au livre d'information, des dossiers sur des mesures correctives ainsi que de la correspondance ou de la documentation générale concernant la gestion. Certains renseignements sont conservés dans des dossiers informatisés du Système sur les refus de travailler. Les employés qui désirent consulter la banque doivent fournir des renseignements tels que la date à laquelle ils ont refusé de travailler à l'endroit dont il s'agissait. ***Catégorie de personnes :*** Tous les employés en fonction et les employés ayant récemment quitté la Société canadienne des postes qui ont refusé de travailler pour des raisons de sécurité. ***But :*** Ce fichier a été créé dans le but d'assurer et de promouvoir un milieu de travail sans danger. ***Usages compatibles :*** Les dossiers servent à évaluer la sécurité d'un emplacement ou d'un environnement de travail particulier, à mener des entrevues factuelles avec les employés intéressés, à faciliter au besoin les enquêtes menées par Travail Canada, à présenter la position de la Société aux conseils de sécurité du CRTC, à remédier aux situations dangereuses et à aviser les employés concernés des risques et des précautions à prendre pour les éviter. ***Normes de conservation et de destruction :*** En cours d'élaboration. ***Enregistrement (SCT) :*** 003740 ***Numéro de fichier :*** SCP PPE 806

Réinsertion professionnelle

Description : Ce fichier de renseignements contient des dossiers comme des feuilles de renvoi, des évaluations de la condition physique au travail, des sommaires d'évaluation médicale, des formulaires d'entrevue initiale et de suivi, des notes sur les progrès, des rapports de recommandations, des rapports de fermeture de cas, des rapports statistiques mensuels, des sommaires d'exigences physiques et de la correspondance connexe. (Il y a lieu de prendre note que des dossiers de consultation peuvent se retrouver dans Griefs et arbitrages, SCP PPE 813, Dossier de santé des employés, SCP PPE 840, et dans Demandes de règlement à la Commission des accidents de travail, SCP PPE 845). ***Catégorie de personnes :*** Les employés de la Société canadienne des postes qui souffrent d'une incapacité partielle permanente par suite d'un accident ou d'une maladie. ***But :*** Appuyer la réintégration professionnelle des employés souffrant d'une incapacité partielle permanente. ***Usages compatibles :*** Les dossiers que le fichier contient servent à élaborer et à mettre en oeuvre des programmes à l'intention des employés visés, à faciliter la communication avec les intervenants (par exemple, le médecin traitant, les consultants médicaux et infirmiers, la gestion hiérarchique), à répondre aux griefs et aux plaintes, à veiller à la conformité au Code Canadien de travail, aux lois sur les accidents du travail et à la Loi sur les droits de la personne et à faire des suivis et des vérifications. ***Normes de conservation et de destruction :*** Les documents sont conservés pendant cent (100) ans suivant l'exercice au cours duquel s'est fait la réadaptation de l'employé. ***Enregistrement (SCT) :*** 003292 ***Numéro de fichier :*** SCP PPE 851

l'entreprise (PIE), notamment, le nom, le numéro d'assurance sociale, la classification de l'employé, le numéro et la nature de l'initiative. Le fichier contient également le numéro d'assurance sociale, qui continuera à servir d'identificateur jusqu'à ce que la Société se dote d'un système de numérotation des employés. Les personnes désirant avoir accès au fichier doivent préciser le numéro de l'initiative, la date et le lieu. ***Catégorie de personnes :*** Employés qui ont présenté une demande de prime ou dont la candidature a été retenue. Précisons que les renseignements concernant la remise de primes pour conduite sécuritaire au volant sont versés au fichier Services automobiles (SCP PPE 825) et que les documents concernant le règlement des coûts des primes sont aussi classés au fichier Comptes fournisseurs (SCP PPE 820). ***But :*** Le présent fichier porte sur le Programme d'intéressement à l'entreprise. ***Usages compatibles :*** Le fichier est utilisé pour encourager, déterminer et récompenser les suggestions pertinentes faites par les employés de la Société. Les avis concernant les primes peuvent être joints définitivement aux Dossiers individuels sur le personnel (SCP PPE 802) et (ou) au fichier Système d'information sur les ressources humaines (SCP PPE 804). Une liste des initiatives est distribuée aux gestionnaires afin qu'ils étudient la possibilité de les appliquer dans leur secteur respectif. Le système informatisé sert au contrôle du traitement des initiatives et de la remise des prix, au besoin. Seulement certains renseignements concernant les gagnants peuvent être transmis au grand public par voie d'affichage, par les médias et dans les publications de la Société. ***Normes de conservation et de destruction :*** Les documents sont conservés pendant sept ans après l'année financière du dernier emploi administratif, après quoi ils sont détruits. ***Enregistrement (SCT) :*** 001351 ***Numéro de fichier :*** SCP PPE 807

Programme de bourses d'études

Description : Cette banque contient des données concernant les demandes reçues, les bourses accordées et les lettres échangées sur le sujet. Au chapitre des renseignements personnels, on y trouve pour chaque candidat son adresse et son numéro de téléphone, l'adresse et le numéro de téléphone de l'établissement qu'il fréquente, des échantillons de ses travaux scolaires, ses relevés de notes, des lettres de recommandation et la preuve de son inscription à l'université. L'information qui existe sur support informatique est limitée. Le numéro d'assurance sociale des boursiers figure également dans la banque, la loi exigeant que les renseignements ayant trait aux bourses d'études soient signalés à Revenu Canada, Impôt. Ces renseignements sont transmis à la direction Finances en vue de la production des relevés T-4. ***Catégorie de personnes :*** Les enfants des employés à plein temps et à temps partiel qui ont présenté une demande de bourse. ***But :*** Soutenir l'administration d'un programme de bourses d'études destiné aux enfants des employés de la SCP. ***Usages compatibles :*** Les demandes de bourse sont évaluées en fonction des résultats scolaires et des qualités de chef dont ont fait montre les candidats par le biais de leur engagement à l'école et dans la collectivité. Des comités de sélection divisionnaires choisissent les lauréats, qui en sont ensuite avisés par le gestionnaire du programme. Après l'attribution des bourses mais avant l'émission des chèques, on demande aux lauréats de fournir leur numéro d'assurance sociale et la preuve de leur inscription à l'université. Sont requises au fins de renouvellement d'une bourse un relevé de notes officiel et une preuve d'inscription à l'université pour l'année suivante. Il peut arriver que le nom des lauréats ou de leurs parents soit divulgué, en particulier dans les publications internes. ***Normes de conservation et de destruction :*** Les demandes de bourse d'études non retenues sont conservées pendant les trois exercices suivant l'année pendant laquelle la décision a été prise. Les documents concernant les demandes retenues sont conservés pendant les six exercices suivant la remise de la bourse. Les documents relatifs à la base de données du Programme de bourses sont conservés pendant les six exercices suivant la réception et vérification des données d'entrée. ***Enregistrement (SCT) :*** 003157 ***Numéro de fichier :*** SCP PPE 835

Programme de réaménagement des effectifs de la Société (PRES)

Description : Ce fichier réunit les renseignements comme les avis d'intérêt, le nom de l'employé, la durée du service, le profil salarial, les montants estimés des incitations à la retraite ou au départ, les acceptations ou les refus des offres incitatives, les renvois à des conseillers en orientation de carrière, ainsi que des données fiscales ou financières. Certains fichiers existent aussi sous forme automatisée dans le Système d'information sur les ressources humaines SCP PPE 804. On peut trouver également des fichiers connexes dans d'autres fichiers (par exemple, Paie, avantages sociaux et présences SCP PPE 815, et Dossier de carrière des employés SCP PPE 808. ***Catégorie de personnes :*** Les employés actuels ou ceux ayant récemment quitté la Société canadienne des postes qui ont exprimé leur intérêt à un plan de retraite anticipée ou d'incitation au départ, ainsi que les employés référés au personnel du PRES. ***But :*** Ce fichier sert à appuyer les objectifs de restructuration de la SCP en offrant des plans facultatifs de retraite anticipée ou d'incitation au départ des employés admissibles. ***Usages compatibles :*** Les documents servent à confirmer l'admissibilité des demandeurs au programme d'incitation, évaluer cas par cas les montants des indemnités de départ, faire des offres aux demandeurs admissibles et traiter les paiements versés aux employés qui ont accepté l'indemnité de départ volontaire. ***Normes de conservation et de destruction :*** En cours d'élaboration. ***Enregistrement (SCT) :*** 003738 ***Numéro de fichier :*** SCP PPE 833

Réclamations – gestion du risque

Description : Ce fichier réunit des documents sur les réclamations qui concernent des cas de dommages à la propriété, de responsabilité civile et d'accidents de la circulation, des avis juridiques, des ententes de

pendant dix ans suivant la fin de l'enquête ou des procédures judiciaires ou quasi judiciaires avant d'être détruits. Dans le cas des procédures entamées en vertu de l'article 41 de la Loi sur la Société canadienne des postes, lorsqu'un arrêté d'interdiction a été émis, les documents sont conservés pendant une période de trois ans suivant l'année où l'arrêté a cessé d'être en vigueur. Ils sont ensuite transférés aux Archives nationales du Canada. Les documents qui, de l'avis de l'archiviste national, ont une valeur historique ou archivistique, sont conservés en permanence. ***No. APC :*** 88-007 ***Enregistrement (SCT) :*** 001365 ***Numéro de fichier :*** SCP PPE 824

Paie, avantages sociaux et présences
Description : Ce fichier contient notamment des lettres d'autorisation (par exemple, rémunération au rendement, prime au bilinguisme, paie d'intérim, exemptions d'assurance-chômage), des formulaires d'inscription (par exemple, formulaires de dotation, demandes au titre des régimes d'assurance collective chirurgicale-médicale et d'assurance), des feuillets TD1, T4 et d'autres renseignements sur les déductions d'impôts, les cotisations syndicales, l'assurance-maladie et le régime de pensions du Canada, le régime d'épargne et les instructions de dépôt, les rabais, les dossiers d'amendes, de suspensions, des fiches de temps, des rapports de présence, des certificats médicaux et d'autres formulaires de présences et de congés, des états des gains à jour et, le cas échéant, des dossiers sur les allocations, les primes d'encouragement, les avantages accessoires, les versements en trop, les saisies-arrêts et la cessation d'emploi. Le fichier contient d'autres documents de référence notamment les copies du certificat de naissance, la liste des emplois précédents, les certificats de maladie, les certificats de mariage, de séparation ou de divorce, le nom de la personne à prévenir en cas d'urgence, les procurations et les dossiers d'une succession, par exemple le nom des bénéficiaires. Certaines des données ont été informatisées et versées dans les systèmes de Comcheq et dans les systèmes suivants de la Société canadienne des postes : Congés et présences du siège social; Système de l'Association canadienne des maîtres de poste et adjoints (pour les bureaux semi-urbains et à commission), Système national sur les versements en trop, système de paie des aides Médiaposte et système de paie pour les employés occasionnels du Syndicat des postiers du Canada. Précisons que les copies des lettres d'autorisation, des formulaires d'inscription, des renseignements des formulaires TD1 et des dossiers relatifs aux allocations, aux primes d'encouragement, aux avantages accessoires, aux saisies-arrêt et à la cessation d'emploi sont aussi versées au fichier Dossiers individuels sur le personnel (SCP PPE 802). Le fichier contient également le numéro d'assurance sociale, qui est requis entre autres par Revenu Canada et par Ressources humaines Canada. Les employés qui désirent avoir accès à ce fichier doivent indiquer le lieu d'emploi, leur numéro d'assurance sociale et les dates en question, et préciser s'ils recherchent des renseignements sur les présences et la paie ou des genres plus précis d'information. ***Catégorie de personnes :*** Tous les employés présentement à l'emploi de la Société canadienne des postes et ceux qui l'ont quittée récemment, et les aides Médiaposte. ***But :*** Le présent fichier porte sur les présences et les congés, et sur le versement des salaires et des avantages financiers aux employés. ***Usages compatibles :*** Les dossiers servent à fournir les renseignements nécessaires aux fonctions de paie et d'administration des salaires au sein de la Société canadienne des postes, à savoir : calculer la paie, émettre des chèques, faire des dépôts pour les employés et répondre à leurs demandes sur la paie; permettre la vérification et le rapprochement des comptes de paie (pour régler, par exemple, les cas de paiements en trop, pour toucher les sommes dues à la Couronne et pour mettre en vigueur les ordres de saisies-arrêts); et fournir d'autres données sur la paie et les présences à la direction aux fins d'analyses coûts-bénéfices, de négociations collectives, de budgétisation, et autres. Les renseignements sont détenus aussi par Services Gouvernementaux Canada (pour faciliter l'administration des régimes de retraite); par Revenu Canada – Impôt (revenu et retenues) par les commissions des accidents de travail provinciales, par les organismes provinciaux d'assurance-maladie, et les compagnies d'assurance médicale collective. Des renseignements sont aussi transmis à Ressources humaines Canada, particulièrement pour les cessations d'emploi, conformément à la Loi sur l'assurance-chômage et aux règlements connexes. Les dossiers servent aussi à traiter les demandes d'indemnisation d'invalidité et d'accident du travail ainsi que les plaintes et les griefs relatifs à la paie (voir le fichier SCP PPE 813). ***Normes de conservation et de destruction :*** Les registres de présences sont conservés pendant trois années suivant l'exercice au cours duquel ils ont été soumis. Les dossiers annuels sur les présences et les autres dossiers sur la paie sont conservés pendant la durée d'emploi à la Société canadienne des postes. Un an après la cessation d'emploi, ces dossiers sont transmis aux Archives nationales du Canada et sont détruits lorsque l'employé atteint l'âge de quatre-vingt ans, ou deux ans après son décès (pourvu qu'une période de deux ans se soit écoulée après le dernier usage administratif). Les données contenues dans le Système sur les congés et les présences du siège social sont conservées pendant trois ans. Les dossiers contenant les données de fin d'année sur l'Association canadienne des maîtres de poste et adjoints sont conservés pendant deux ans. Les données du Système national sur les versements en trop sont conservées pendant six ans après le dernier usage administratif. ***No. APC :*** 88-007 ***Enregistrement (SCT) :*** 002010 ***Numéro de fichier :*** SCP PPE 815

Programme d'intéressement des employés
Description : Le fichier comporte, entre autres, les documents suivants : description du poste, description de la mesure d'économie, rapports d'évaluation et nature de la récompense (dont les prix en argent). Des renseignements personnels limités sont aussi versés dans le système du Programme d'intéressement à

personnel (SCP PPE 802). Des renseignements peuvent, avec le consentement de la personne intéressée, être fournis aux ministères provinciaux des transports pour obtenir des données sur les dossiers de conduite (par exemple, points de démérite, suspension du permis de conduire). ***Normes de conservation et de destruction :*** Les fiches historiques des conducteurs de véhicules, qui contiennent notamment un résumé de la formation reçue, sont conservées pendant deux ans après la date où l'employé cesse d'occuper le poste de conducteur. Les résultats de tests sont conservés conformément aux dispositions des différentes conventions collectives, mais au moins pendant deux ans. Les rapports d'accident, les évaluations des possibilités de prévention des accidents et des copies des documents sur le règlement des réclamations sont conservés pendant six ans après le dernier emploi administratif. ***No. APC :*** 88-007 ***Enregistrement (SCT) :*** 002011 ***Numéro de fichier :*** SCP PPE 825

Griefs et arbitrages
Description : Ce fichier réunit, entre autres, les renseignements suivants : exposés par les employés et les représentants syndicaux, avis de réception et réponses de la direction, témoignages, avis juridiques, rapports d'enquête et d'analyse, descriptions de fonction (pour les griefs ayant trait à la classification), et décisions et déclarations d'arbitres, du Conseil canadien des relations du travail et de la Cour fédérale et correspondance connexe. Certains renseignements se retrouvent dans le Système informatisé des Relations du travail sur les griefs (SIRTG) et dans le Système informatisé sur la jurisprudence des relations du travail (SIJRT). Le SIRTG contient des données comme le nom du plaignant, le lieu, le niveau et l'objet du grief, les dates, et d'autres renseignements concernant le traitement du grief. Le SIJRT contient des résumés des sentences arbitrales comme le nom du plaignant, la nature du grief, les fondements des décisions et les remarques des arbitres. Le fichier contient également le numéro d'assurance sociale, qui continuera à servir d'identificateur jusqu'à ce que la Société se dote d'un système de numérotation des employés. Les personnes qui désirent avoir accès à ce fichier doivent préciser leur nom, l'unité de négociation, le numéro du grief ou de l'arbitrage ou d'autres détails comme la date, le lieu et l'objet du grief. ***Catégorie de personnes :*** Les griefs personnels soumis par des unités de négociation accréditées ou la Société canadienne des postes concernant la violation présumée de la convention collective. ***But :*** Le présent fichier sert au règlement des griefs relatifs à l'interprétation des conventions collectives. ***Usages compatibles :*** Les documents servent au traitement et au règlement des griefs relatifs à l'interprétation des conventions collectives à tous les paliers, selon la procédure qui prévoit, notamment, le renvoi des causes au siège des division, au siège social, en arbitrage, au Conseil canadien des relations du travail ou à la Cour fédérale; à des fins de recherche, comme les analyses de tendances et les analyses thématiques; à la transmission à la haute direction d'informations sur les cas chroniques et les problèmes croissants ou récurrents, et à la formation et l'éducation des agents des Relations du travail. Le SIRTG facilite le traitement des griefs et permet de produire des rapports en vue des négociations collectives. Le SIJRT fournit à la direction un accès direct aux résumés de sentences arbitrales (qui sont en grande partie du domaine public). ***Normes de conservation et de destruction :*** Les documents sont conservés pendant trois ans après le règlement du grief ou son retrait, sauf si le cas est soumis à l'arbitrage, où alors les documents sont conservés pendant 21 ans suivant la décision rendue ou le retrait du grief. Un exemplaire des documents de grief/arbitrage est également transmis aux Archives nationales du Canada. S'ils sont considérés par l'archiviste national comme ayant une valeur historique ou archivistique, ils sont conservés en permanence. S'ils présentent une certaine valeur de jurisprudence, des résumés accessibles au public sont conservés dans le SIJRT pendant quinze ans. ***No. APC :*** 88-007 ***Enregistrement (SCT) :*** 001356 ***Numéro de fichier :*** SCP PPE 813

Infractions ayant trait aux affaires postales
Description : Ce fichier contient des renseignements réunis au cours d'enquêtes et fait état du détail des infractions commises. Pour ce qui concerne les employés, les renseignements portent sur des infractions comme le vol de courrier et le détournement de fonds; pour le grand public, le fichier contient, entre autres, les renseignements suivants : données sur les infractions commise à l'échelle nationale ou internationale, vols commis dans des bureaux de poste et des boîtes à lettres publiques, contrefaçon de mandats-poste, vol de courrier, transport d'explosifs ou d'autres substances dangereuses et vols à main armée dans des fourgons postaux. De plus, des renseignements sont recueillis sur les personnes ou les firmes soupçonnées de se servir de la poste à des fins illicites. Ce fichier contient également le numéro d'assurance sociale, qui continuera à servir d'identificateur jusqu'à ce que la Société se dote d'un système de numérotation des employés. ***Catégorie de personnes :*** Employés et entrepreneurs de la Société et particuliers soupçonnés ou reconnus coupables des infractions ayant trait aux affaires postales susmentionnées aux termes de la Loi sur la Société canadienne des postes et du Règlement afférent, ainsi que des dispositions du Code criminel sur les infractions relatives au courrier. ***But :*** Le présent fichier vise la résolution et la réduction des infractions ayant trait aux affaires postales, ainsi que d'assister à la protection des dirigeants et employés de la Société, de ses biens et des choses qui sont en cours de transmission postale. ***Usages compatibles :*** Les documents servent à étayer la procédure d'enquête et de renseignements établie pour résoudre et réduire les infractions contre la Société canadienne des postes. Certains renseignements peuvent être partagés avec la direction de la sécurité d'autres administrations postales, d'autres organismes fédéraux d'enquête et des services de police et, s'il y a lieu, avec le ministère de la Justice en vue d'une éventuelle poursuite judiciaire. ***Normes de conservation et de destruction :*** Les documents sont gardés

membres des groupes désignés au sein de l'effectif de la Société. Le fichier permettra également de satisfaire aux exigences de déclaration de la Loi sur l'équité en matière d'emploi. ***Usages compatibles :*** Les documents servent à réaliser un profil personnel des groupes d'employés et à comparer la situation des membres des groupes désignés avec celle des autres groupes au sein de la Société et avec leurs homologues sur le marché du travail. Les données statistiques servent à évaluer le nombre d'employés faisant partie des groupes désignés (par lieu géographique, selon le salaire et la catégorie professionnelle) au sein de la Société, et, s'il y a sous-représentation, à élaborer des programmes et des politiques qui permettront de corriger la situation. Enfin, on utilise les données d'Équité en matière d'emploi chaque année pour produire le Rapport annuel destiné à Emploi et Immigration Canada. ***Normes de conservation et de destruction :*** Les imprimés sont conservés trois ans jusqu'à ce qu'ils soient utilisés pour préparer des rapports au Parlement. On élabore actuellement un calendrier de conservation des dossiers informatisés. ***No. APC :*** 88-007 ***Enregistrement (SCT) :*** 001353 ***Numéro de fichier :*** SCP PPE 810

Formation
Description : Ce fichier réunit les documents suivants : demandes de cours, autorisations, inscriptions et évaluations, déclarations de langue officielle, résultats d'examen, certificats, dossiers de règlement des frais d'inscription et correspondance connexe. Les dossiers contiennent : première langue officielle, lieu de travail, formation demandée, requise ou entreprise et, période de formation. Des données sommaires se trouvent aussi dans le Système d'information sur les ressources humaines (SCP PPE 804). Précisons que les documents sur les cours de conduite de véhicules sont versés au fichier Services automobiles (SCP PPE 825) et que certains dossiers de règlement des frais d'inscription sont versés aux Comptes fournisseurs (SCP PPE 820). Ce fichier contient également le numéro d'assurance sociale, lorsqu'il s'agit d'anciens documents. Les personnes qui désirent avoir accès à ce fichier doivent préciser le titre de poste, le lieu de travail et la durée de l'emploi, ainsi que le genre, le lieu et les dates du cours. ***Catégorie de personnes :*** Employés qui participent à des programmes de formation parrainés par la Société dans des domaines comme la gestion, les langues officielles, la commercialisation et la vente, l'entretien de l'équipement, le codage et le contrôle de la qualité. ***But :*** Le présent fichier porte sur la formation fournie aux employés. ***Usages compatibles :*** Les documents servent à étayer l'approbation, l'inscription, la participation et l'évaluation des employés en stage de formation (y compris les cours donnés en dehors de la SCP) et à attester leurs compétences; à contribuer à l'évaluation des besoins; à préparer des profils de poste, de candidat, à prévoir les besoins en formation, et à établir les calendriers de cours et les charges de travail pour les agents de formation ainsi que les budgets; étayer les décisions concernant la planification de la relève, les présences et les dépenses, la rémunération et les avantages, les mutations, les promotions et les évaluations de rendement, et à répondre aux demandes des employés, de leurs superviseurs ou de leurs agents de négociation. Les dossiers de participation, d'exemption et de compétence peuvent être versés dans le fichier Dossiers individuels sur le personnel (SCP PPE 802), mais les renseignements sur les besoins et les réalisations des employés peuvent être versés dans le fichier Système d'information sur les ressources humaines (SCP PPE 804). À noter que des renseignements sur la formation linguistique (langues officielles) des employés de la SCP sont partagés avec la Commission de la Fonction publique et le Conseil du Trésor et parfois établis avec ces organismes. ***Normes de conservation et de destruction :*** La plupart des dossiers concernant les cours et notamment les autorisations et les tests sont détruits deux ans après la fin de la formation. Les documents permanents, notamment, les exemptions à l'égard des langues officielles, les tests des connaissances linguistiques, les certificats et les sommaires des cours suivis de même que les renseignements informatisés sont conservés pendant deux ans après la cessation d'emploi. Un fichier maître des éléments ayant une valeur historique est conservé pendant dix ans seulement à des fins statistiques. ***No. APC :*** 88-007 ***Enregistrement (SCT) :*** 001349 ***Numéro de fichier :*** SCP PPE 805

Gestion du parc de véhicules
Description : Ce fichier réunit, entre autres, les documents suivants : déclarations de conducteurs, information sur les permis de conduire de la Société canadienne des postes et des provinces, énoncés sur les restrictions médicales, primes pour conduite sécuritaire, fiches et rapports d'accident, évaluations des possibilités de prévention des accidents, formation reçue, copies des réclamations pour dommages matériels, négociations de règlement ou tout autre document sur les accidents impliquant des véhicules loués ou appartenant à la Société. Il existe des dossiers informatisés pour certains renseignements. (Précisons que la majorité des documents sur les accidents entraînant des réclamations sont conservés dans le fichier Réclamations – Gestion du risque (SCP PPE 819). Les personnes désirant avoir accès à ce fichier doivent préciser le numéro de permis de conduire de la SCP, le lieu de travail et, le cas échéant, le lieu et la date de l'accident. ***Catégorie de personnes :*** Conducteurs des véhicules appartenant à la Société. ***But :*** Le présent fichier vise l'emploi efficace et sûr des véhicules. ***Usages compatibles :*** Les documents servent à valider les permis délivrés par les provinces et la Société canadienne des postes; à en tenir une liste à jour; à déterminer les possibilités de prévention des accidents et la responsabilité des dommages et à arriver au règlement, avec un tiers, des réclamations, en cas d'accident; à attribuer les primes pour conduite sécuritaire, à discerner les besoins en formation et la nécessité d'autres mesures préventives et à y pourvoir. (Des remarques sur la formation reçue et sur les évaluations des possibilités de prévention des accidents peuvent être versées aux Dossiers individuels sur le

Dotation et emploi
Description : Ce fichier réunit, entre autres, les renseignements et documents suivants : offres de services sollicités ou non, accusés de réception, demandes de dotation, description de tâches, échelles de salaire, profils de choix, avis de concours, demandes de mutation, listes d'ancienneté, d'employés excédentaires, de mises à pied, de rappel et d'admissibilité, inventaires de la main-d'oeuvre, curriculum vitae (expérience et études), lettres de référence et vérifications à cet égard, données sur les compétences linguistiques, feuilles d'examen, tests et résultats, profils de personalité dans l'entreprise, listes de candidats, notes d'entrevue et évaluations du jury, listes d'admissibilité, offres d'emploi, avis aux candidats concernant le droit d'appel, documents sur des appels et correspondance connexe. Ce fichier contient également le numéro d'assurance sociale, qui continuera à servir d'identificateur jusqu'à ce que la Société se dote d'un système de numérotation des employés. Les personnes qui désirent avoir accès à ce fichier doivent préciser le numéro et la date du concours, le cas échéant, ainsi que le titre du poste et le lieu de travail. ***Catégorie de personnes :*** Personnes qui font des demandes d'emploi ou qui sont engagées pour remplir, au sein de la Société, des postes temporaires ou permanents. ***But :*** Le présent fichier porte sur les fonctions de dotation interne et de recrutement externe de la Société canadienne des postes. ***Usages compatibles :*** Les demandes d'emploi sont examinées lorsqu'un poste devient vacant. Les documents sur la dotation servent à fournir des renseignements objectifs sur les candidats les plus aptes à remplir de nouveaux postes ou des postes vacants (des notes sur les décisions concernant la dotation peuvent être versées aux Dossiers individuels sur le personnel (SCP PPE 802), Paie et présences (SCP PPE 815) et au Système d'information sur les ressources humaines (SCP PPE 804); étayer la planification de la relève et le perfectionnement professionnel; assurer une réponse aux candidats concernant leur demande d'emploi et leurs entrevues, et à traiter les plaintes, les appels et les griefs relatifs aux nominations et aux promotions (voir au fichier Griefs, SCP PPE 813). Il est possible d'afficher et de remettre aux agents des unités de négociation des renseignements personnels limités sur l'ancienneté, le personnel excédentaire et les mises à pied. De plus, en vertu de conditions rigoureuses sur le caractère confidentiel de la divulgation de renseignements, des renseignements personnels sur les candidats retenus peuvent être divulgués à ceux dont la candidature n'a pas été retenue, pour mieux étayer les décisions. ***Normes de conservation et de destruction :*** Les documents sont conservés pendant deux ans après le dernier emploi administratif avant d'être détruits. Les listes de mises à pied et de mutations sont continuellement mises à jour et détruites lorsqu'elles deviennent désuètes. ***No. APC :*** 88-007 ***Enregistrement (SCT) :*** 001345 ***Numéro de fichier :*** SCP PPE 801

Droits de la personne
Description : Ce fichier réunit des lettres de plaintes confidentielles et des notes d'entrevue avec les plaignants, les personnes présumées responsables de traitement injuste ou de harcèlement, ainsi que des témoignages, des rapports d'analyse et d'enquête et des documents sur les décisions prises. Les renseignements peuvent varier selon la nature de la plainte, mais peuvent comprendre des griefs, des rapports médicaux, des évaluations et de la correspondance personnelle. Les personnes qui désirent avoir accès à ce fichier doivent préciser le nom du plaignant, le lieu et la date de l'événement ou de la plainte. ***Catégorie de personnes :*** Personnes qui ont déposé des plaintes pour traitement injuste ou harcèlement, ainsi que sur les personnes qui sont présumées en être les responsables. ***But :*** Le présent fichier vise le règlement des cas de traitement injuste fondés sur les motifs établis dans la Loi canadienne sur les droits de la personne. ***Usages compatibles :*** Les documents servent à déterminer s'il y a effectivement eu ou non traitement injuste ou harcèlement. (Précisons que les documents concernant les plaintes ne sont pas versés au dossier personnel du plaignant – voir le fichier SCP PPE 802); et à recommander des décisions à la direction, ou à appuyer celles qu'elle prend, sur la mutation ou l'imposition de mesures disciplinaires aux employés ou d'autres mesures correctives comme, par exemple, si la plainte est fondée sur une politique ou une procédure de la Société. On peut verser un avis disciplinaire établissant la culpabilité de l'employé coupable d'harcèlement dans le Dossier personnel de celui-ci. Des renseignements peuvent être divulgués à titre confidentiel aux autorités compétentes de la Société et à la Commission canadienne des droits de la personne pour faciliter le règlement des plaintes. ***Normes de conservation et de destruction :*** Les documents sont conservés pendant une période de deux ans après l'année civile du dernier emploi administratif, qui correspond habituellement au règlement de la plainte. ***No. APC :*** 88-007 ***Enregistrement (SCT) :*** 001352 ***Numéro de fichier :*** SCP PPE 809

Équité en matière d'emploi
Description : Ce fichier réunit des données, informatisées et imprimées, d'Équité en matière d'emploi, notamment le sexe, l'origine nationale et l'invalidité. Il contient également le numéro d'identification des employés. Les personnes qui désirent avoir accès à ce fichier doivent préciser leur nom au complet. ***Catégorie de personnes :*** Employés qui ont répondu au questionnaire d'auto– identification d'Équité en matière d'emploi. Les employés ne répondent au questionnaire que s'ils le désirent. Les renseignements recueillis à l'aide du questionnaire sont classés selon les groupes désignés : les femmes, les minorités visibles, les personnes handicapées et les autochtones. ***But :*** Le présent fichier servira à mettre sur pied une base de données dans le cadre du Programme d'équité en matière d'emploi de la Société dont l'objectif est l'atteinte d'une représentation équitable des

de la protection de la vie privée de la SCP doivent fournir le nom et le lieu de travail de leur(s) superviseur(s). ***Catégorie de personnes :*** Employés en fonction ou ayant récemment quitté la SCP au sujet desquels les superviseurs possèdent des dossiers. ***But :*** Faciliter la supervision des employés, particulièrement dans les emplacements de travail éloignés. Les dossiers peuvent être consultés tant par les superviseurs que par les employés. ***Usages compatibles :*** Le fichier est utilisé pour contrôler les présences, traiter les demandes de congé, attribuer du travail, établir le calendrier des remplacements, consigner les réalisations spéciales et faire des recommandations aux programmes de reconnaissance envers les employés, imposer des mesures disciplinaires, répondre à des griefs, rapporter des blessures et préparer toute autre correspondance qui relève de l'administration quotidienne de l'unité de travail. ***Normes de conservation et de destruction :*** En cours d'élaboration. ***Enregistrement (SCT) :*** 003739 ***Numéro de fichier :*** SCP PPE 803

Dossiers individuels sur le personnel

Description : Ce fichier contient des lettres d'offre, des rapports d'opérations de dotation, les taux de salaire et autres avantages, les conditions d'emploi pour les employé(e)s cadres et exempts, le salaire au rendement et la rémunération provisoire, des documents sur les langues officielles et des lettres de mesures disciplinaires. Il contient aussi des résumés et des notes sur des documents plus détaillés contenus dans certains autres fichiers de renseignements. Il existe aussi des dossiers informatisés sur les employés. Les dossiers individuels sur le personnel peuvent aussi contenir des avis de mesures disciplinaire et la correspondance connexe. Le fichier individuel sur le personnel contient en outre les documents suivants : Dotation et emploi (SCP PPE 801), Système d'information sur les ressources humaines (SCP PPE 804), Dossier de carrière de l'employé (SCP PPE 808), Paie, avantages sociaux et présences (SCP PPE 815) et, le cas échéant, Formation(SCP PPE 805), Réinstallation (SCP PPE 816), Programme d'intéressement des employés (SCP PPE 807), Services automobiles (SCP PPE 825), Contrôles sécuritaires (SCP PPE 821), Contrôles de la fiabilité (SCP PPE 822), Dossier de santé des employés (SCP PPE 840). Selon l'importance et la nature des fonctions du bureau de poste ou de l'installation postale, certains des documents susmentionnés peuvent être versés dans des systèmes de classement indépendants. L'existence de descriptions distinctes permet l'établissement de systèmes de classement indépendants, au besoin, et facilite l'accès des employés à leurs dossiers. Les dossiers sont regroupés lorsque le besoin administratif s'en fait sentir (par exemple, lors d'une mutation ou de la cessation d'emploi). Précisons ici que, conformément à la politique établie, certains dossiers sur les employés de la Société canadienne des postes sont versés dans d'autres fichiers (par exemple, les informations détaillées sur la santé et la sécurité professionnelles et sur les contrôles sécuritaires, sur les griefs, l'aide aux employés, les droits de la personne, l'équité en matière d'emploi, les services spéciaux et les conflits d'intérêts (se reporter aux SCP PPE 821, 840, 813, 811, 809, 810, 812 et 814 respectivement); en outre, les gestionnaires peuvent conserver des répertoires et des doubles de dossiers administratifs sur le personnel dont ils sont responsables. Les personnes qui désirent avoir accès à ce fichier doivent préciser le titre du poste, le lieu de travail et la durée de l'emploi. Il faut prendre note que l'emploi des descriptions susmentionnées permet un accès plus sélectif aux renseignements. ***Catégorie de personnes :*** Employés actuels de la Société et tous les employés qui l'ont quittée récemment. ***But :*** Le présent fichier vise la coordination des diverses fonctions relatives à la rémunération, aux avantages sociaux et au personnel; il doit aussi servir à conserver les dossiers qui se rapportent à chacune d'elles. ***Usages compatibles :*** Les documents servent à s'assurer de l'exactitude des salaires, des retenues sur les salaires et des cotisations (voir aussi le fichier Paie et présences SCP PPE 815), et à fournir des conseils sur les avantages sociaux accordés; à étayer et à valider les décisions relatives aux nominations, aux mutations, aux primes, aux promotions, aux mesures disciplinaires, aux rétrogradations, à la cessation d'emploi et à la caisse de retraite; faciliter et coordonner certaines fonctions relatives au personnel, à savoir, rémunération et avantages sociaux, perfectionnement et planification des ressources humaines, perfectionnement des cadres supérieurs, formation, réinstallation, intéressement des employés, services automobiles, santé et sécurité professionnelles et environnement, et cotes de sécurité; à établir certaines recherches (par exemple, la comparaison des niveaux des salaires et des avantages sociaux avec ceux d'autres entreprises, la gestion de carrière, l'amélioration de l'organisation, les recherches appliquées sur le personnel); et à vérifier les références d'emploi. Certains renseignements sont divulgués à des tiers, comme le précisent les descriptions des fichiers de renseignements personnels susmentionnés (notamment les fichiers de Paie et de présences). De plus, certains renseignements sur les nouveaux membres et le changement de statut d'emploi sont divulgués aux syndicats. ***Normes de conservation et de destruction :*** Les documents sont conservés pendant toute la durée de l'emploi à la Société. (Les avis disciplinaires sont conservés conformément aux dispositions des conventions collectives et les dossiers sur les saisies-arrêts sont conservés pendant les deux années qui suivent le règlement avant d'être détruits.) Un an après la date de cessation d'emploi, les documents sont transférés aux Archives nationales du Canada et y sont détruits lorsque l'employé atteint l'âge de 70 ans ou deux ans après son décès (pourvu qu'au moins deux ans se soient écoulés depuis la dernière mesure administrative). Ils sont conservés en permanence si l'archiviste national considère qu'ils ont une valeur historique ou archivistique. ***No. APC :*** 88-007 ***Enregistrement (SCT) :*** 001346 ***Numéro de fichier :*** SCP PPE 802

détruits. ***Enregistrement (SCT) :*** 001342 ***Numéro de fichier :*** SCP PPE 829

Dossier de carrière des employés
Description : Ce fichier contient les évaluations du rendement (pour le personnel cadre et exempt et certains employés), les renseignements concernant la dotation, les lettres d'offre, le curriculum vitae et les références, les diplômes, les certificats de formation, les résultats d'examens, les lettres de discipline, les lettres de remerciement, la documentation des problèmes d'assiduité et de présence, les profils d'employés, les formules d'inventaire des ressources humaines, les formules de perfectionnement et autres renseignements comme le numéro d'employé, le titre du poste, le lieu de travail, le numéro de concours et la catégorie linguistique. ***Catégorie de personnes :*** Tous les employés actuels ou ayant récemment quitté la Société canadienne des postes. ***But :*** Appuyer le développement de la carrière de chaque employé. ***Usages compatibles :*** Les dossiers sont utilisés : à l'appui de fonctions du personnel comme la structure organisationnelle, la dotation, la planification et le perfectionnement des ressources humaines, les évaluations du rendement, la formation, les relations du travail, les promotions, les mutations, les démotions et les cessations d'emploi; pour entreprendre des entrevues visant la discipline ou les problèmes d'assiduité; et pour faciliter la supervision des employés (les superviseurs contribuent et ont accès aux données sur les employés qui relèvent de leur compétence ainsi qu'aux données sur les employés qui sont admissibles à un poste au sein de leur unité de travail). ***Normes de conservation et de destruction :*** En cours d'élaboration. ***Enregistrement (SCT) :*** 003546 ***Numéro de fichier :*** SCP PPE 808

Dossier de santé des employés
Description : Ce fichier d'information contient tous les renseignements consignés, générés, acquis ou utilisés dans la prestation de services de santé et d'orientation aux employés de Postes Canada, notamment : documents sur l'administration des premiers soins et certificats, évaluations de la capacité au travail, rapports médicaux, consentements à la communication de renseignements, correspondance avec les médecins, notes sur l'évaluation de la santé des employés, correspondance relative à l'acquisition de renseignements médicaux, évaluations des capacités fonctionnelles, plans d'intensification des tâches, rapport des conseillers en réadaptation professionnelle, analyses des exigences physiques, rapports médicaux spéciaux sur l'exposition aux risques professionnels, dossiers et correspondance sur les demandes de consultations et les résultats. Certains renseignements médicaux non professionnels peuvent également être conservés, par exemple les évaluations de la condition physique et du mode de vie, ou les renseignements sur des pathologies médicales non liées au travail. ***Catégorie de personnes :*** Employés de la Société qui ont subi des blessures et des accidents au travail ou ont pris un congé de maladie prolongé avec certificat, qui ont utilisé les Services de santé professionnelle ou dont le ou les médecins ont communiqué des renseignements au Service. ***But :*** Appuyer les programmes de santé professionnelle et de réadaptation. ***Usages compatibles :*** Ces dossiers servent à l'administration des cas; à aider les employés à faire face aux questions de santé professionnelle et de réadaptation et à favoriser le rétablissement rapide par des interventions, des conseils et une sensibilisation appropriée aux questions de santé; autoriser les congés et prestations qui ont trait à des blessures et maladies liées au travail (les certificats des médecins sont joints au fichier SCP PPE 815, Paie et présences); aider les employés exposés à certains risques professionnels ou qui ont des maladies ou incapacités connues à être à même de continuer à travailler et offrir des programmes de formation à la santé qui mettent l'accent sur un mode de vie sain. Ces dossiers facilitent en outre l'étude et la correction des situations de travail à l'origine des maladies et des blessures, par exemple l'élaboration de programmes préventifs reposant sur l'incidence de certaines maladies et blessures. Certains renseignements peuvent servir à des études épidémiologiques. ***Normes de conservation et de destruction :*** Les documents sont conservés pour 100 ans suivant la fin de l'emploi avec la SCP. ***Enregistrement (SCT) :*** 003158 ***Numéro de fichier :*** SCP PPE 840

Dossiers de supervision
Description : Ce fichier contient des notes et des dossiers actifs concernant les employés, particulièrement dans les cas où les dossiers officiels des employés sont conservés à l'extérieur de l'emplacement de travail. Ces dossiers sont tenus à jour par quelques superviseurs et se composent principalement de copies de dossiers qui sont conservés dans d'autres banques de données sur les employés, par exemple des demandes de congé, des sorties imprimées du SIRH, des évaluations et des primes de rendement, des rapports d'accident, des évaluation de la capacité au travail, des lettres portant entre autre sur l'assiduité et les mesures disciplinaires, des imprimés de courrier électronique, des griefs et leurs réponses, ainsi que des demandes d'employés concernant notamment les mutations et les dossiers (voir Dotation et emploi SCP PPE 801, Dossier personnel de l'employé SCP PPE 802 Dossier de carrière de l'employé SCP PPE 808, Système informatisé sur les ressources humaines SCP PPE 804, Griefs et arbitrages SCP PPE 813, Paie, avantages sociaux et présences SCP PPE 815, Demandes de règlement à la Commission des accidents de travail SCP PPE 845, Dossier de santé de l'employé SCP PPE 840, Réinsertion professionnelle SCP PPE 851 et Cachets d'or et argent SCP PPE 850). La documentation originale pourrait comprendre des documents concernant les prestations d'uniforme, des registres de présences, des notes liées aux entrevues ou à d'autres sujets (y compris des copies annotées) ainsi que des ébauches de lettres et de rapports. Pour consulter les dossiers, les employés sont encouragés à traiter directement avec leur superviseur. Ceux qui présentent des demandes formelles au coordonnateur

et à la Cour fédérale pour accélérer le règlement des plaintes et des causes portées devant les tribunaux. ***Normes de conservation et de destruction :*** Les documents sont gardés pendant deux ans suivant l'année de leur dernier emploi administratif (qui correspond normalement à la communication des renseignements demandés en vertu de la Loi sur la protection des renseignements personnels, au traitement des demandes de correction ou d'annotation, ou au règlement des plaintes) avant d'être détruits. ***Enregistrement (SCT) :*** 001366 ***Numéro de fichier :*** SCP PPE 828

Demandes de règlement à la Commission des accidents de travail

Description : Ce fichier contient divers types de renseignements : rapports d'enquête sur les accidents et les blessures ou maladies professionnelles; demandes présentées aux commissions des accidents de travail et correspondance et formules connexes; opinions juridiques occasionnelles; dossiers et correspondance sur les demandes de consultations et les résultats. Certains renseignements non médicaux peuvent également être conservés, notamment sur les blessures et maladies non liées au travail. Il existe également certains dossiers automatisés au Système informatisé de données sur les accidents (SIDA). Le SIDA contient certaines données de base (âge, sexe, etc.) sur les employés blessés, ainsi que sur le lieu, la nature, la cause et la gravité des accidents et les coûts directs et indirects associés. (À préciser que les renseignements concernant les accidents impliquant des véhicules de la Société ou concernant les demandes de règlement présentées par la Société ou contre elle et qui n'ont pas rapport avec les commissions des accidents de travail sont conservés au fichier Services automobiles, SCP PPE 825, et Réclamations – gestion du risque, SCP PPE 819 respectivement). Ce fichier contient en outre le numéro d'assurance sociale, qui continuera à servir d'identificateur jusqu'à ce que la Société puisse le remplacer par son propre système de numéros d'identification. Les personnes qui désirent avoir accès à ce fichier doivent préciser le lieu de travail, ainsi que la date, le lieu et les détails de l'accident ou de la blessure. ***Catégorie de personnes :*** Employés de la Société blessés ou accidentés au travail ou qui ont présenté un rapport d'accident ou une demande de règlement aux commissions des accidents de travail. ***But :*** Appuyer les programmes de la Commission des accidents de travail ***Usages compatibles :*** Ces fichiers servent à aider les employés à faire face à leurs problèmes médicaux et à éviter qu'ils ne s'aggravent par des interventions pertinentes, l'éducation à la santé et des conseils professionnels; à autoriser les congés et les prestations (y compris les prestations et congés médicaux payés par les CAT et les services de réadaptation professionnelle) qui ont trait aux blessures et maladies liées au travail; à faciliter le traitement des demandes de règlement aux commissions des accidents de travail provinciales et l'administration des prestations d'invalidité et congés pour blessure au travail (le SIDA sert au règlement des réclamations et au redressement des comptes); à préciser les conditions auxquelles les employés soumis à certains risques professionnels ou atteints d'une maladie ou invalidité sont capables de continuer à travailler, ce qui comprend le retour au travail; à fournir toute information utile à des fins de prévention des accidents et de protection de la santé et à traiter les griefs et appels relatifs à la santé professionnelle, à la sécurité et à l'environnement (voir Griefs et Arbitrage, SCP PPE 813). Ces fichiers facilitent également l'étude et la correction des conditions de travail susceptibles d'entraîner des maladies et des blessures, par exemple par la préparation de programmes préventifs fondés sur la fréquence de certaines maladies ou blessures. Certains renseignements peuvent servir à des études épidémiologiques. Certains renseignements peuvent être transmis aux commissions des accidents de travail, à Travail Canada, aux médecins traitants et aux représentants d'unités de négociation, afin de faciliter l'administration des demandes de règlement. On transmet des renseignements restreints à Transports Canada, par exemple en ce qui a trait aux déversements accidentels de produits chimiques par des employés de la Société. ***Normes de conservation et de destruction :*** Les documents écrits sont conservés pendant cent (100) ans suivant l'exercice au cours duquel a eu lieu la dernière blessure. Les données du SIDA sont confiées aux Archives nationales du Canada deux ans après le retour au travail de l'employé. ***Enregistrement (SCT) :*** 003159 ***Numéro de fichier :*** SCP PPE 845

Demandes émanant d'organismes d'enquête – employés

Description : Le fichier réunit des demandes déposées par des organismes d'enquête, ainsi que des documents sur les renseignements divulgués (si la demande est acceptée), quelques avis juridiques et des renseignements connexes. Les personnes qui désirent avoir accès à ce fichier doivent fournir leur nom et leur adresse au complet. ***Catégorie de personnes :*** Personnes qui font l'objet d'une enquête ou qui y participent. ***But :*** Le présent fichier a pour but d'assurer que les demandes présentées par les organismes chargés de faire respecter la loi, en vue d'obtenir des renseignements personnels détenus par la Société canadienne des postes sont dûment autorisées. ***Usages compatibles :*** Les documents servent à vérifier les renseignements demandés par les organismes chargés de faire respecter la loi, ou qui leur ont été fournis, et en tenir un registre; à garantir le respect de la Loi sur la protection des renseignements personnels, de la Loi sur la Société canadienne des postes et de la politique de la Société. Les documents peuvent être examinés par le commissaire à la protection de la vie privée, ou par un délégué, quand il y a enquête sur des cas de plaintes. ***Normes de conservation et de destruction :*** Les documents sont gardés pendant une période de deux ans suivant le dernier emploi administratif (c'est-à-dire après la décision d'accéder ou non à la demande, ou après le traitement de demandes subséquentes ou de plaintes portant sur la demande initiale) avant d'être

contenues dans le Système d'information sur les ressources humaines (SCP PPE 804). Ces données comprennent le nom, la cote de sécurité accordée et celle requise par le poste, et si cette dernière doit être renouvelée. Les personnes qui désirent avoir accès à ce fichier doivent préciser le lieu de travail et les dates d'emploi. ***Catégorie de personnes :*** Employés et entrepreneurs de la Société qui occupent ou sont sur le point d'occuper certaines fonctions qui donnent accès à des biens, et à des informations et des systèmes de nature délicate. ***But :*** Le présent fichier est une source d'information servant à déterminer la fiabilité des employés et des entrepreneurs qui occupent ou pourraient occuper des fonctions comportant des risques à la sécurité. ***Usages compatibles :*** Les documents servent à déterminer la cote de sécurité, et à étayer les décisions concernant les mutations, les promotions et les cessations d'emploi. Les imprimés informatisés mensuels servent à vérifier si la cote de sécurité des personnes correspond à celle que commandent leurs fonctions. Une note sur la cote de sécurité peut être versée aux Dossiers individuels sur le personnel SCP PPE 802. Le détail des enquêtes de la GRC et du SCRS est versé, s'il y a lieu, au fichier Contrôles sécuritaires des deux organismes. ***Normes de conservation et de destruction :*** Les documents écrits sont conservés pendant deux ans après la date de cessation d'emploi ou la fin du contrat, avant d'être détruits. Les dossiers criminels sont détruits sur réception d'un avis d'octroi de grâce. ***Enregistrement (SCT) :*** 001362 ***Numéro de fichier :*** SCP PPE 821

Correspondance générale
Description : Ce fichier contient, entre autres, des lettres envoyées ou adressées au Ministre, au président et à d'autres dirigeants de la Société canadienne des postes, des lettres dirigées aux bureaux divisionnaires du Service à la clientèle, de la documentation de base compilée lors de la préparation des réponses et les réponses fournies. On retrouve certains renseignements, comme des ébauches de réponse courante et un index, dans le système informatisé de correspondance générale. Les personnes qui désirent avoir accès à ce fichier doivent préciser la date et l'objet de la demande précédente. Précisons que les suggestions de sujets pour les timbres-poste peuvent aussi être versées au fichier Références sur les concepteurs (SCP PPU 025). ***Catégorie de personnes :*** Clients, employés, députés, d'autres représentants nommés ou élus et le grand public. Les documents peuvent aussi contenir des renseignements personnels sur d'autres personnes lorsque la demande les concerne, (par exemple, documents sur des employés ou des entrepreneurs de la Société canadienne des postes). ***But :*** Le présent fichier sert de référence dans la préparation des réponses aux demandes adressées au Ministre, au président et à divers responsables divisionnaires concernant l'exploitation et l'administration de la Société canadienne des postes. ***Usages compatibles :*** Les documents servent à étayer le système de correspondance, surveiller la préparation des réponses, et à titre de référence lorsque d'autres demandes ou des demandes similaires sont présentées, à faire des réponses ultérieures, justifiées par de nouveaux développements, aux personnes qui ont manifesté un intérêt particulier envers une question, ainsi qu'à étudier certaines tendances. ***Normes de conservation et de destruction :*** Les ébauches de réponse du système informatique sont effacées une fois la lettre finale signée. Les documents écrits et l'index automatisé sont conservés pendant une période de sept ans après l'année où la réponse a été envoyée, puis sont détruits ou supprimés, selon le cas. L'élimination des documents conservés dans les dossiers des unités qui préparent les réponses se fait conformément aux dispositions en vigueur dans celles-ci. ***No. APC :*** 88-007 ***Enregistrement (SCT) :*** 002077 ***Numéro de fichier :*** SCP PPE 826

Demandes d'accès aux renseignements personnels/Plaintes
Description : Le fichier réunit les documents suivants : formules de demande de communication présentées par les personnes concernées, réponses à ces demandes et renseignements relatifs à leur traitement, y compris des mentions sur les fichiers non consultables et des avis juridiques. Il contient aussi les documents sur les plaintes adressées au Commissaire à la protection de la vie privée et sur leur règlement, les plaintes informelles, ainsi que les demandes exceptionnelles d'une tierce partie, et d'autres sujets soumises aux membres du personnel chargé de la coordination de la vie privée, pour recueillir leur avis ou leur demander de prendre une décision. Ce fichier contient aussi le numéro d'assurance sociale de certains requérants, du fait que les anciennes formules de demande de communication produits par le Conseil du Trésor contenaient un champ à cet effet. Les personnes qui désirent avoir accès à ce fichier doivent préciser la date approximative des demandes présentées. ***Catégorie de personnes :*** Employés, entrepreneurs et clients de la Société et d'autres personnes qui ont déposé une plainte au Bureau du Commissaire à la protection de la vie privée, ou présenté des demandes officielles de communication, de correction et d'annotation de documents et des demandes d'avis internes en vertu de la Loi sur la protection des renseignements personnels au Coordonnateur à la protection des renseignements personnels de la Société, ou au sujet desquels des demandes exceptionnelles ont été présentées par une tierce partie. ***But :*** Le présent fichier vise le traitement des demandes et des plaintes présentées conformément à la Loi sur la protection des renseignements personnels, ainsi que la tenue d'un registre de vérification des mesures prises. ***Usages compatibles :*** Les documents servent à traiter les demandes de communication, de correction ou d'annotation, à répondre aux plaintes du Commissaire à la protection de la vie privée et à préparer le rapport annuel au Parlement à cet égard. Les mentions concernant les fichiers non consultables, les corrections et les renseignements divulgués à des tiers peuvent être joints aux documents demandés. Les documents peuvent être divulgués au Commissaire à la protection de la vie privée

feuillets T4 de Revenu Canada -Impôt. ***Normes de conservation et de destruction :*** Les documents sur les avantages imposables sont conservés pendant les six années suivant la dernière transaction financière. Les normes gouvernant la base de données du programme Héritage sont en cours d'élaboration. ***Enregistrement (SCT) :*** 002989 ***Numéro de fichier :*** SCP PPE 830

Comptes fournisseurs
Description : Ce fichier réunit les documents suivants : réclamations, autorisations, rapports de dépenses, reçus, demandes de chèque, avances, correspondance et autres pièces justificatives visant le remboursement de dépenses et de frais, le règlement de réclamations et d'autres paiements. Des documents sur les opérations se trouvent aussi dans le fichier informatisé Comptes fournisseurs. Précisons que les documents de règlement de frais et les documents connexes relatifs aux mutations et aux réinstallations sont conservés dans le fichier Réinstallation (SCP PPE 816). Le fichier contient également le numéro d'assurance sociale, qui continuera à servir d'identificateur jusqu'à ce que la Société se dote d'un système de numérotation des employés. Les personnes qui désirent avoir accès à ce fichier doivent préciser s'ils sont des employés, des entrepreneurs ou des réclamants et fournir des détails sur le paiement (endroit, nature et dates). ***Catégorie de personnes :*** Employés de la Société qui demandent un remboursement pour des frais de déplacement et de logement, des frais d'inscription à des cours, d'indemnité de poste isolé et des cotisations à des associations, des primes à l'initiative, des récompenses et des montants à titre gracieux et d'autres frais divers qui sont accordés aux employés; le paiement des biens et des services fournis à la Société, y compris par les concepteurs de timbres– poste et les membres du Comité exécutif; et le paiement des réclamations présentées à la Société par des membres du public en général. (Consulter les fichiers de renseignements personnels de la Société concernant les contrats et les réclamations pour plus de détails.) ***But :*** Le présent fichier porte sur le paiement, par le Service des comptes fournisseurs, des dépenses qui ne relèvent pas de la liste de paie, conformément aux autorisations reçues. ***Usages compatibles :*** Les documents servent à justifier le paiement des dépenses, frais et réclamations et autres déboursés susmentionnés et à émettre les chèques nécessaires; à des fins de planification, de budgétisation et de vérification. Des renseignements sommaires sont fournis à Approvisionnements et Services Canada aux fins de l'émission des chèques. ***Normes de conservation et de destruction :*** Les documents sont conservés pendant une période de six années financières suivant celle au cours de laquelle les frais ont été engagés. ***No. APC :*** 88-007 ***Enregistrement (SCT) :*** 001361 ***Numéro de fichier :*** SCP PPE 820

Conflits d'intérêts
Description : Ce fichier réunit des renseignements sur les conflits d'intérêts et, à l'occasion, des rapports confidentiels, des rapports financiers, des rapports sur les activités extérieures des employés et des rapports d'enquêtes portant sur les conflits d'intérêts réels et potentiels, de même que toute la correspondance s'y rattachant. Les personnes qui désirent avoir accès à ce fichier doivent préciser leur nom, et leur lieu de travail. ***Catégorie de personnes :*** Tous les employés de la Société canadienne des postes, ainsi que ceux qui l'ont quittée récemment, qui sont impliqués dans des conflits d'intérêts réels ou potentiels. ***But :*** Le présent fichier sert à la mise en oeuvre de la politique sur les conflits d'intérêts. ***Usages compatibles :*** Les documents servent à déterminer l'existence de conflits d'intérêts, et, le cas échéant, à aider la prise d'une décision, que ce soit une mutation, des mesures disciplinaires ou la cessation d'emploi. ***Normes de conservation et de destruction :*** Les documents sont conservés pendant les deux années suivant la cessation d'emploi ou la fin du conflit, réel ou potentiel. Après deux ans, les documents sont détruits. ***No. APC :*** 86-001 ***Enregistrement (SCT) :*** 002156 ***Numéro de fichier :*** SCP PPE 814

Contrôles de la fiabilité
Description : Ce fichier réunit des vérifications d'identité relatives aux casiers judiciaires et , le cas échéant, des empreintes digitales, des casiers judiciaires, des recommandations, jugements, appels et documents connexes. Des renseignements sommaires peuvent aussi exister sous forme de données contenues dans le Système d'information sur les ressources humaines (SCP PPE 804). Les personnes qui désirent avoir accès au fichier doivent préciser le lieu de travail et les dates d'emploi. ***Catégorie de personnes :*** Employés et entrepreneurs actuels et éventuels de la Société qui n'ont pas de cote de sécurité, mais dont il faut contrôler la fiabilité en raison de l'accès facile qu'ils ont au courrier, à de l'argent et à d'autres biens de valeur. ***But :*** Le présent fichier vise à garantir la sécurité des employés et des biens de la Société et de tout le courrier en cours de transmission. ***Usages compatibles :*** Les documents servent à déterminer la fiabilité d'une personne qu'on compte engager. Des renseignements peuvent être divulgués à la GRC pour vérifier si les personnes en question ont un casier judiciaire. ***Normes de conservation et de destruction :*** Les documents sont conservés pendant les deux années suivant celle où s'est terminé la verification et sont ensuite détruits. Sur réception d'un avis d'octroi de grâce, le casier judiciaire est immédiatement détruit. ***No. APC :*** 88-007 ***Enregistrement (SCT) :*** 001363 ***Numéro de fichier :*** SCP PPE 822

Contrôles sécuritaires
Description : Ce fichier réunit, entre autres, les documents suivants : antécédents personnels, vérifications d'identité relatives aux casiers judiciaires et, le cas échéant, empreintes digitales, casiers judiciaires, résumés d'enquêtes de la GRC et du Service canadien du renseignement de sécurité (SCRS) jugements défavorables, appels, mises à jour, révocations et pardons, et documents connexes. Des renseignements sommaires peuvent aussi exister sous forme de données

duquel l'aide a été fournie. ***Enregistrement (SCT) :*** 001354 ***Numéro de fichier :*** SCP PPE 811

Cachets d'or et d'argent

Description : Cette banque contient des données sur les mises en nomination visant les divers prix «Cachet d'or» et «Cachet d'argent», ainsi que des renseignements sur le traitement de ces données. On y trouve au titre de renseignements personnels le nom des candidats, leur lieu de travail, leur adresse résidentielle et leur numéro de téléphone, de même que l'information appuyant leur mise en nomination. La banque contient également le numéro d'assurance sociale des récipiendaires, la loi exigeant que les avantages imposables soient signalés à Revenu Canada, Impôt. Les renseignements touchant les avantages imposables sont transmis à la direction Finances en vue de la production des relevés T-4. ***Catégorie de personnes :*** Les employés actuels et les employés retraités qui ont été mis en nomination dans l'une ou l'autre des catégories, soit dévouement en matière de service, service exceptionnel à la clientèle ou service communautaire, actions humanitaires et leadership. (Nota : les données sur les prix remis pour conduite automobile exemplaire sont consignées dans le dossier Gestion du parc de véhicules, SCP PPE 825; les données sur les récompenses accordées pour longs états de service sont consignées dans le dossier Club Héritage, SCP PPE 830; les données sur les primes versées pour les suggestions retenues sont consignées dans le dossier Programme d'intéressement des employés, SCP PPE 807; les données sur les récompenses attribuées pour l'assiduité sont consignées dans les Dossiers individuels sur le personnel, SCP PPE 802.) ***But :*** Reconnaître et souligner les réalisations exceptionnelles des employés de la SCP. ***Usages compatibles :*** On accuse réception des mises en nomination et on vérifie les faits présentés avant de soumettre le tout aux comités divisionnaires de sélection, qui choisissent les gagnants de chaque catégorie en fonction de critères prédéterminés. Les gagnants d'un Cachet d'argent deviennent admissibles d'office au Cachet d'or. Les prix sont remis au cours d'une cérémonie annuelle. Le nom des gagnants peut être divulgué (avec leur consentement) par le biais d'affiches et de publications internes. Le fait d'avoir remporté un prix peut également être consigné au dossier individuel de l'employé ou au dossier qui le concerne dans le Système d'information sur les ressources humaines (PPE 804). ***Normes de conservation et de destruction :*** Les nominations rejetées et les documents qui s'y rattachent sont détruits immédiatement après la sélection du gagnant. Les nominations des gagnants ainsi que les documents qui s'y rattachent, incluant les données du système automatisé des cachets, sont conservés pendant les six années suivant la remise du prix. ***Enregistrement (SCT) :*** 003160 ***Numéro de fichier :*** SCP PPE 850

Cas de responsabilité financière

Description : Ce fichier réunit notamment les renseignements suivants : titre de poste, lieu de travail, rapports de crédit occasionnels, rapports d'enquête sur les pertes, témoignages, avis juridiques concernant le traitement des cas, décisions rendues par les comités et information de suivi (par exemple, sur le recouvrement, le paiement, les poursuites, saisies et autres procédures judiciaires). Précisons que les documents juridiques peuvent être classés au fichier Dossiers individuels sur le personnel (SCP PPE 802) ou au fichier Paie, avantages sociaux et présences (SCP PPE 815) ainsi qu'au fichier Affaires juridiques (SCP PPE 827). Les personnes qui désirent avoir accès à ce fichier doivent fournir leur nom et toute autre information pouvant servir à identifier le cas, comme la date, le lieu, la nature et le montant de la perte. ***Catégorie de personnes :*** Employés, représentants et entrepreneurs de la Société et autres personnes ayant subi des pertes réelles ou soupçonnées. ***But :*** Le présent fichier a pour but d'aider les comités d'étude sur la responsabilité financière qui examinent les pertes subies par la Société, et de faciliter le recouvrement de sommes dues à la Société. ***Usages compatibles :*** Les documents servent à corriger les situations qui ont entraîné des pertes financières à la Société, qu'il s'agisse de recouvrer des fonds ou de prendre les mesures nécessaires pour éviter que la situation ne se reproduise. ***Normes de conservation et de destruction :*** Les documents sont conservés pendant six années financières suivant l'année du recouvrement de la dette ou de la radiation de la perte. L'élimination des documents connexes figurant aux fichiers de renseignements susmentionnés se fait conformément aux normes de conservation qui leur sont applicables. ***No. APC :*** 88-007 ***Enregistrement (SCT) :*** 001763 ***Numéro de fichier :*** SCP PPE 818

Club Héritage

Description : Sont consignés dans la base de données sur le Club Héritage des renseignements tels que : le nom et le numéro des membres par section, leur adresse résidentielle, leur numéro de téléphone, leur date d'entrée en fonctions et de retraite, les prix distribués et, dans le cas des employés aux longs états de service, le numéro d'assurance sociale. ***Catégorie de personnes :*** Les anciens employés de la Société qui ont au moins 10 années de service et les employés aux longs états de service (25 ans ou plus) peuvent devenir membre. ***But :*** Le Club Héritage est un programme de reconnaissance de la Société canadienne des postes qui donne aussi l'occasion aux anciens employés et aux employés aux longs états de service de participer à des rencontres sociales et d'offrir des services communautaires. ***Usages compatibles :*** Les données sur le Club Héritage sont groupées par section (il en existe trente et une au pays) et sont utilisées aux fins suivantes : la remise de cadeaux commémoratifs après le nombre d'années de service appropriées et à la retraite, l'organisation des rencontres sociales comme les banquets, et l'appui à la réalisation de programmes communautaires et utiles de la Société comme le Concours national de rédaction de lettres, le Programme de lettres au Père Noël, le Programme de bourses d'études, etc. Les bénéfices imposables sont présentés à Service de la paie à des fins d'inscription sur les

Société canadienne des ports
Chapitre 93

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Voyages et réinstallations

Société canadienne des postes
Chapitre 94

Fichiers particuliers

Affaires juridiques
Description : Ce fichier contient des documents sur les réclamations potentielles ou réelles par ou contre la Société, les contrats et les ententes, les arbitrages, les mémoires, les avis et les conseils juridiques et sur d'autres questions juridiques concernant la Société. Précisons que des copies des avis et d'autres documents juridiques peuvent aussi être versés dans d'autres fichiers de renseignements personnels. ***Catégorie de personnes :*** Personnes traitant de questions juridiques. ***But :*** Le présent fichier réunit des documents portant sur des avis et des conseils juridiques fournis à la Société et documents ayant valeur juridique de représentation pour celle-ci. ***Usages compatibles :*** Les document servent à fournir des avis et des conseils juridiques à la Société et à représenter la Société et à protéger ses intérêts. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant une période de dix ans suivant l'année d'expiration du contrat ou de la cession de la propriété, avant d'être détruits. Les réclamations déposées par la Société ou contre elle, les jugements arbitrés et les documents connexes sur les questions juridiques sont conservés pendant vingt et un ans suivant l'année du règlement. Les mémoires (source de jurisprudence), les avis et les conseils juridiques sont conservés cent (100) ans après que la cause a été jugée. ***Enregistrement (SCT) :*** 002078 ***Numéro de fichier :*** SCP PPE 827

Aide aux employés
Description : Ce fichier contient une quantité très restreinte de renseignements; en effet, en raison de la nature confidentielle du programme, les personnes bénéficient d'interventions individuelles et aucun document n'est constitué. Précisons que, pour des raisons administratives, les documents sur les problèmes d'ordre médical et sur les questions de diminution du rendement et d'absentéisme ne sont pas versés au fichier Aide aux employés (voir respectivement à cet effet les fichiers nos SCP PPE 840, 804, et 815). De même, les renseignements contenus dans le fichier Aide aux employés ne se retrouvent dans aucun autre fichier de renseignements personnels, à l'exception des documents de paiement (voir comptes fournisseurs, SCP PPE 820). Les personnes qui désirent avoir accès aux renseignements sur leur compte sont encouragés à faire directement affaire avec l'agent d'orientation qu'ils ont accepté de rencontrer. Les personnes désirant présenter une demande d'accès officielle en vertu de la Loi sur la protection des renseignements personnels doivent préciser le titre de poste, le lieu et les dates d'emploi ainsi que le nom de l'agent d'orientation qu'ils ont consulté. ***Catégorie de personnes :*** Un document est constitué lorsqu'un employé a recours à un agent ou à un coordonnateur d'orientation du Programme d'aide aux employés. ***But :*** Le présent fichier porte sur le programme d'aide aux employés fondé sur la participation volontaire des employés de la Société canadienne des postes aux prises avec des problèmes personnels qui peuvent être résolus par des soins professionnels. ***Usages compatibles :*** Les documents servent à apporter de l'aide aux employés et à leur assurer un suivi sérieux au moyen de counseling, entre autres, et, si l'employé accepte, au moyen d'évaluations médicales et de programmes d'aide professionnelle ou de réadaptation; aider à l'élaboration de programmes de prévention et de formation en fonction de la fréquence d'apparition de certains problèmes, et à des fins d'évaluation des programmes (les agents d'orientation recueillent des statistiques traitées sous le couvert de l'anonymat). Précisons que les agents d'orientation ne portent pas de diagnostic et qu'aucun renseignement personnel n'est divulgué à un tiers sans l'obtention préalable du consentement de l'intéressé. ***Normes de conservation et de destruction :*** Les fichiers sur les cas individuels ne sont pas conservés. Lorsqu'une aide financière est accordée, les documents sont conservés pendant les six années suivant l'exercice au cours

permettront aux groupes désignés d'être admis et d'être représentés d'une manière équitable. L'information est aussi utilisée pour les fins du rapport annuel de la SCHL à Ressources humaines et Travail Canada. Les renseignements peuvent également être utilisés à l'élaboration et la mise en oeuvre de la politique relative à l'équité en matière d'emploi. ***Normes de conservation et de destruction :*** Les documents sont détruits deux ans après le départ de l'employé au sein de la SCHL. ***No. APC :*** 85-001 ***Enregistrement (SCT) :*** 002198 ***Numéro de fichier :*** SHL PPE 809

Régime de retraite de la SCHL
Description : Ce fichier contient des preuves de service antérieur, des formules de demande de pensions, des renseignements et des pièces de correspondance touchant les pensions. Pour consulter ces dossiers, il faut indiquer nom et prénoms et numéro d'employé. ***Catégorie de personnes :*** Employés de la Société. ***But :*** Ce fichier sert à déterminer les prestations de retraite de la SCHL pour les employés qui y versent des cotisations. Les renseignements contenus dans ce fichier peuvent être utilisés aux fins de recherches statistiques, de planification, d'exécution et d'évaluation des politiques relatives au Régime de retraite et aux prestations de retraite de la SCHL. ***Usages compatibles :*** En vertu de la Loi de l'impôt sur le revenu, les documents à l'appui de l'admissibilité à la pension, y compris le numéro d'assurance sociale, sont fournis au Bureau fédéral du surintendant des institutions financières et au ministère du Revenue national (impôt) pour le fichier RCI PPU 005, Déclaration d'impôt sur le revenu des particuliers. Il arrive également que des renseignements soient fournis à des ministères ou des agences du gouvernement fédéral ou à des employeurs avec lesquels la Société a conclu une entente de réciprocité. ***Normes de conservation et de destruction :*** Les dossiers sont gardés pour deux ans après le décès du participant et survivants, les dossiers sont ensuite envoyés au Archives nationales du Canada. ***Enregistrement (SCT) :*** 003134 ***Numéro de fichier :*** SHL PPE 845

Rémunération et avantages
Description : Ce fichier contient les certifications nécessaires pour la rémunération, les indemnités et les déductions et présente des renseignements au sujet du traitement et des avantages pour chaque employé y compris le numéro d'assurance sociale, ainsi que la correspondance connexe à l'administration de la paye et des avantages. Le fichier peut également comprendre des dispositions concernant les fonds relatifs à la saisie-arrêt et la distraction. Le dossier touchant les gains et la pension de retraite est joint au dossier personnel de chaque employé. ***Catégorie de personnes :*** Employés de la Société. ***But :*** Ce fichier contient de la documentation sur l'administration de la rémunération et des avantages au sein des ministères et organismes fédéraux. Il sert également à approuver le paiement des traitements et des indemnités ainsi que les retenues. Le numéro d'assurance sociale est utilisé à des fins d'identification et afin d'assurer que l'administration de la paye et des avantages soit uniforme. Il faut inscrire le numéro d'assurance sociale; toutefois, il peut y avoir des cas d'exception lorsqu'il y a des circonstances spéciales. ***Usages compatibles :*** Permettre la vérification et la conciliation des comptes relatifs à la paye (par exemple, la rémunération et l'admissibilité des employés) et étayer le recouvrement des trop– payés et des dettes envers la Couronne et, le cas échéant, permettre, conformément à la Loi sur la saisie-arrêt et la distraction de pensions, de procéder à la saisie-arrêt et à la distraction des fonds. ***Normes de conservation et de destruction :*** Après deux ans, les dossiers sont envoyés aux Archives nationales du Canada où ils sont gardés pendant quatre ans lorsqu'il s'agit de documents généraux relatifs à la paye et aux déductions et pour la correspondance connexe; toutefois, cette règle ne s'applique plus dans les cas de règlement des questions de paiement excédentaire, de perception des dettes dues à la Couronne, de mise en vigueur des mesures relatives à la saisie-arrêt et à la distraction de fonds. Dans ces cas, les dossiers sont conservés jusqu'à ce que les questions de paiement excédentaire soient réglées, que la dette soit recouvrée ou que les mesures concernant la saisie-arrêt et la distraction ne soient plus en vigueur. ***Enregistrement (SCT) :*** 003133 ***Numéro de fichier :*** SHL PPE 840

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Autorisations sécuritaires

Formation et perfectionnement

Mesures disciplinaires

Stationnement

Vérification de la fiabilité

Voyages et réinstallations

renseignements sur les ressources et les services de soutien offerts aux employés de la SCHL et aux membres de leur famille immédiate. Les employés et les membres de leur famille immédiate communiquent directement avec le consultant lorsqu'ils ont besoin de renseignements, de ressources ou de soutien. Les services du consultant ont été retenus par la SCHL afin qu'il offre le programme Info-soins. Les dossiers concernant les demandes reçues sont conservés par le consultant : ils ne sont pas remis à la SCHL afin d'en préserver la confidentialité. ***Catégorie de personnes :*** Les employés de la SCHL et les membres de leur famille immédiate. But : La banque permet au consultant d'offrir un service continu aux employés et aux membres de leur famille immédiate. ***But :*** Ce fichier permet au consultant d'assurer une continuité de service aux employés et aux membres de sa famille. ***Usages compatibles :*** Le consultant entreprend une évaluation systématique du programme Info-soins et fournit des statistiques à la SCHL de façon à assurer la confidentialité des personnes ayant demandé des renseignements. ***Normes de conservation et de destruction :*** Le consultant conserve les renseignements jusqu'à la fin du contrat. À la fin du contrat, la SCHL et le consultant s'entendent pour qu'un tiers révise les renseignements et formule des recommandations quant à leur destruction. ***Enregistrement (SCT) :*** 003653 ***Numéro de fichier :*** SHL PPE 860

Langues officielles
Description : Ce fichier contient les inscriptions aux cours et des renseignements relatifs aux présences; des demandes de formation linguistique comprenant des données personnelles de base utilisées à des fins d'identification, comme la principale langue officielle de l'employé; les résultats des examens de connaissance linguistique; les certificats formation et la correspondance concernant les qualifications de l'employé en matière de langues officielles. Les examens linguistiques, les dossiers concernant la formation et les exemptions peuvent être joints au dossier personnel de l'employé. ***Catégorie de personnes :*** Employé de la SCHL. ***But :*** Ce fichier a pour but de fournir de la documentation nécessaire à l'administration des politiques en matière de langues officielles relatives aux employés de la SCHL. Il vise à justifier et à étayer les décisions touchant les qualifications en matière de langues officielles et les épreuves linguistiques, ainsi qu'à justifier le besoin en formation linguistique et à confirmer les réalisations des employés. ***Usages compatibles :*** Étayer et justifier les décisions concernant chaque employé, en matière de questions de dotation, de mutations et de promotions. Il permet également de déterminer le statut linguistique de l'employé et de vérifier l'administration des programmes relatifs aux langues officielles. ***Normes de conservation et de destruction :*** Les dossiers sont détruits deux ans après la date de la dernière justification. ***No. APC :*** 85-001 ***Enregistrement (SCT) :*** 002993 ***Numéro de fichier :*** SHL PPE 825

Programme d'aide aux employés
Description : Ce fichier contient des renseignements concernant un service-conseil volontaire et confidentiel offert aux employés de la SCHL, aux retraités et à leurs personnes à charge. Les employés, leurs personnes à charge et les retraités ayant besoin de conseils doivent communiquer directement avec le consultant. Les services du consultant ont été retenus par la SCHL afin qu'il offre le Programme d'aide aux employés au groupe mentionné précédemment. Les documents concernant la consultation sont conservés par le consultant et ne sont pas remis à la SCHL afin de maintenir le caractère confidentiel du programme. ***Catégorie de personnes :*** Les employés de la SCHL, leurs personnes à charge ainsi que les retraités de l'entreprise. ***But :*** L'information est utilisée par le consultant pour assurer la suite des services rendus aux employés, retraités et les membres de leur famille immédiate. ***Usages compatibles :*** Le consultant entreprend une évaluation systématique de PAE et fournit des statistiques à la SCHL d'une façon telle que la confidentialité des individus qui ont utilisé le service est assurée. ***Normes de conservation et de destruction :*** En vertu du contrat conclu avec le consultant, ce dernier conserve l'information jusqu'à la fin du contrat. À la fin du contrat, la SCHL et le consultant s'entendent pour qu'un tiers révise l'information et celui-ci fait alors les recommandations qui s'imposent. ***Enregistrement (SCT) :*** 003135 ***Numéro de fichier :*** SHL PPE 850

Programme d'équité en matière d'emploi
Description : Ce fichier contient des renseignements sur les employés des groupes désignés. Les répondants doivent indiquer sur un questionnaire s'ils sont autochtones, s'ils souffrent d'une invalidé permanente ou continue ou s'ils font partie d'un groupe des minorités visibles. ***Catégorie de personnes :*** Employés de la Société. ***But :*** Ce fichier contient toute la documentation nécessaire à la mise en oeuvre de la Loi sur l'équité en matière d'emploi. C'est grâce à ces renseignements qu'il est possible d'avoir toutes les données au sujet des employés, présentées selon leur groupe désigné (femmes, aborigènes, minorités visibles et personnes ayant un handicap). Ces renseignements sont utilisés afin de réaliser un profil personnel des employés et de comparer la situation des membres des groupes désignés avec celle des autres groupes au sein de la SCHL et des organismes fédéraux et avec leurs homologues sur le marché du travail. Le numéro de l'employé peut servir à établir un lien entre les renseignements contenus dans ce fichier et ceux conservés dans d'autre fichier comprenant des renseignements sur les employés (par exemple, le Système d'information sur les ressources humaines) et ce, à des fins statistiques et lorsque la conservation de tels renseignements est conforme aux usages pour lesquels les renseignements personnels ont été recueillis. ***Usages compatibles :*** Les renseignements recueillis seront utilisés dans le cadre du Programme d'équité en matière d'emploi afin de déterminer s'il y a discrimination systémique dans l'embauche, de l'éliminer s'il y a lieu et d'introduire des mesures temporaires spéciales qui

une enquête ou processus se rapportant à une plainte de l'extérieur. ***But :*** Le fichier sert à faciliter les enquêtes de plaintes ou d'appels internes; les investigations de plaintes externes et à tenir un dossier des précédents. ***Normes de conservation et de destruction :*** Les dossiers sont conservés trois ans à partir de la date du règlement ou de la décision de l'appel. ***Enregistrement (SCT) :*** 001938 ***Numéro de fichier :*** SHL PPE 804

Dossiers médicaux des employés
Description : Ce fichier contient un dossier médical sur chaque employé actuel, sur chaque ancien employé ainsi que des renseignements médicaux au sujet des membres de leur famille. ***Catégorie de personnes :*** Tous les employés de la Société et les membres de leur famille. ***But :*** Ce fichier sert à maintenir des renseignements médicaux pour fins administratives. ***Normes de conservation et de destruction :*** Depuis 1977, les dossiers sont conservés jusqu'à ce que l'individu ait atteint 70 ans ou deux ans après le décès de l'individu, pourvu que deux ans se soient écoulés depuis la dernière mesure administrative concernant l'information. ***Enregistrement (SCT) :*** 001937 ***Numéro de fichier :*** SHL PPE 802

Dotation
Description : Ce fichier contient les demandes de dotation; les descriptions de poste; les échelles de salaire; les profils de sélection; les affiches de concours; les demandes de mutation; les listes de mises à pied; les imprimés d'ordinateur relatifs au répertoire des ressources humaines; les demandes d'emploi des candidats; les listes de candidats; les évaluations des jurys de sélection, y compris les notes d'évaluation provenant du comité de dotation en personnel; les documents relatifs aux examens et à leurs résultats; les listes d'admissibilité; les offres d'emploi; les avis destinés aux candidats; la correspondance relative à la dotation faite par divers moyens, notamment par voie de concours et à l'aide du répertoire des ressources humaines. On trouve dans les dossiers du fichier une grande variété de renseignements personnels qui peuvent comprendre l'âge, le sexe, le niveau de scolarité, le numéro d'assurance sociale et les données d'auto-identification volontaire liées à l'équité en matière d'emploi. (On peut également trouver des avis relatifs à des décisions de dotation dans le dossier personnel d'un employé). ***Catégorie de personnes :*** Candidats internes et externes. ***But :*** Ce fichier contient des renseignements qui peuvent être utilisés pour la dotation de postes. Il est également une source de renseignements pour les programmes et les services d'équité en matière d'emploi. ***Usages compatibles :*** Sélectionner des candidats, doter des postes. Il est possible de rattacher les donnés d'auto-identification volontaire liées aux programmes et aux services d'équité en matière d'emploi aux données consignées dans d'autres fichiers, à condition que l'on utilise ces renseignements personnels aux fins auxquelles ils ont été recueillis. Sur demande, des renseignements peuvent être fournis à un participant à un processus de sélection. Il faut, le cas échéant, inscrire le numéro du concours. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant une période de deux ans suivant l'expiration de la liste d'admissibilité utilisée pour combler un poste et, ensuite, les dossiers sont détruits, pourvu que deux ans se soient écoulés depuis la dernière utilisation à des fins administratives des renseignements en question. ***No. APC :*** 85-001 ***Enregistrement (SCT) :*** 002995 ***Numéro de fichier :*** SHL PPE 835

Griefs
Description : Ce fichier contient les griefs présentés par les employés syndiqués et par les représentants des unités de négociation; les accusés de réception et les réponses de la direction; les témoignages; les opinions juridiques; les rapports d'enquête et d'analyse; et toute la correspondance échangée au sujet des griefs. ***Catégorie de personnes :*** Employés syndiqués de la SCHL. ***But :*** Ce fichier a pour but de consigner les renseignements utilisés à tous les paliers de règlement des griefs. ***Usages compatibles :*** Les renseignements contenus dans ce fichier sont utilisés exclusivement pour consigner et, le cas échéant, aider à résoudre les griefs à tous les paliers de la procédure. ***Normes de conservation et de destruction :*** Les dossiers sont détruits après une période de trois ans suivant la date de règlement du grief. ***No. APC :*** 85-001 ***Enregistrement (SCT) :*** 002992 ***Numéro de fichier :*** SHL PPE 820

Harcèlement (y compris la discrimination et le harcèlement sexuel)
Description : Ce fichier contient la correspondance concernant les plaintes et incidents reliés au harcèlement; les entrevues réalisées avec les plaignants et avec la personne qui a été supposément accusée de harcèlement; les entrevues avec les témoins; les sommations aux enquêtes faites par la direction; les analyses des situations et les dossiers touchant les décisions prises au sujet d'incidents donnés. Ces renseignements doivent constituer un dossier distinct et ne pas être placés dans le dossier d'emploi des parties concernées. Lorsque, à la suite d'une enquête, on convient qu'il est nécessaire de prendre une mesure disciplinaire, les renseignements seront transférés dans le fichier se rapportant aux mesures disciplinaires. ***Catégorie de personnes :*** Employés de la SCHL. ***But :*** Ce fichier a pour but d'emmagasiner les renseignements nécessaires qui permettent le traitement de plaintes de harcèlement au travail. Il sert à prendre des décisions et, plus particulièrement, à établir s'il y a vraiment harcèlement. Dans l'affirmative, il sert à déterminer les mesures appropriées. ***Usages compatibles :*** Étayer les décisions portant sur les mutations et les mesures disciplinaires. ***Normes de conservation et de destruction :*** Les dossiers sont détruits trois ans après la dernière mesure administrative prise au sujet d'un cas donné. ***No. APC :*** 85-001 ***Enregistrement (SCT) :*** 002994 ***Numéro de fichier :*** SHL PPE 830

Info-soins
Description : Ce fichier contient des renseignements confidentiels et fournis volontairement, ainsi que des

officielles des employés et leurs intérêts privés ou les valeurs immobilières qu'ils possèdent. ***Catégorie de personnes :*** Employés de la Société. ***But :*** Ce fichier contient des renseignements concernant des situations de conflit d'intérêt potentiel ou réel pour les employés des ministères et organismes fédéraux. Il sert à consigner les conflits d'intérêt potentiels et à résoudre les situations réelles de conflit d'intérêt. ***Usages compatibles :*** Étayer les décisions touchant les mutations, les mesures disciplinaires et la fin d'emploi. ***Normes de conservation et de destruction :*** Les dossiers sont détruits sept ans après que la situation reliée à un conflit d'intérêt potentiel est réglée ou que l'on a résolu le cas où il y avait effectivement conflit. ***No. APC :*** 85-001 ***Enregistrement (SCT) :*** 000097 ***Numéro de fichier :*** SHL PPE 808

Dossier personnel d'un employé
Description : Ce fichier contient le dossier de toutes les périodes d'emploi d'une personne au sein de la SCHL. Ce dossier est conservé afin de faciliter l'administration du personnel. Les renseignements contenus dans les dossiers d'un employé peuvent être utilisés aux fins suivantes : prendre des décisions ayant trait à la dotation; aux présences et aux congés; à la rémunération et aux avantages; à la formation et au perfectionnement; à l'hygiène et à la sécurité professionnelles et aux langues officielles. C'est la SCHL pour lequel l'employé travaille présentement qui exerce le contrôle sur le dossier personnel de ce dernier. Ce fichier renferme des renseignements concernant les caractéristiques personnelles, notamment l'age et le sexe; le numéro d'assurance sociale; l'adresse domiciliaire; la citoyenneté; les études (diplômes, certificats et bulletins); les emplois antérieurs, le curriculum vitae et les références; l'emplacement de l'organisme ou du ministère; les nominations, les mutations, les promotions et les rétrogradations; les périodes d'emploi, notamment les stages, les mises à pied et la durée de l'emploi; la performance et les évaluations de l'employé, la classification, notamment les numéros de poste, les groupes, les niveaux, les titres et les traitements; les pensions et les assurances, notamment les noms des bénéficiaires. On peut également y trouver, le cas échéant, des renseignements concernant le service militaire, y compris les périodes et les domaines de service; les négociations collectives, notamment le statut d'un employé désigné et l'identification d'un agent de négociation; les réalisations professionnelles, y compris les publications, les brevets et les primes; la fin de l'emploi, notamment les certificats et les raisons du départ de l'employé. Le dossier individuel d'un employé comprend des résumés de décisions concernant la dotation; les présences et les congés; la rémunération et les avantages; la formation et le perfectionnement; les décisions concernant les indemnités et l'aptitude au travail; les langues officielles; la discipline; et les autorisations sécuritaires. ***Catégorie de personnes :*** Employés de la SCHL. ***But :*** Ce fichier a pour but de fournir de la documentation et de donner des autorisations pour les nominations, les mutations, les promotions, les rétrogradations, la fin de l'emploi et les pensions de retraite. Il arrive également que des renseignements soient fournis à des ministères ou des agences du gouvernement fédéral lors de mutations d'employés ou aux employeurs avec lesquels la Société a conclu une entente de réciprocité (retraite). ***Usages compatibles :*** Identifier les décisions relatives à la dotation, aux présences et aux congés; à la rémunération et aux avantages; à la formation et au perfectionnement; à l'hygiène et à la sécurité professionnelles et aux langues officielles; à la discipline; aux autorisations sécuritaires ainsi qu'à la vérification des références professionnelles. Ces renseignements sont distribués aux divers régimes d'assurance-maladie provinciaux; et aux assureurs de groupe; aux syndicats (retenue des cotisations). ***Normes de conservation et de destruction :*** Les dossiers sont gardés par la SCHL pour lequel travaille actuellement l'employé pour toute la durée d'emploi, plus un an. Après cette période, les renseignements sont transférés aux Archives nationales du Canada et sont gardés jusqu'à ce que l'employé ait atteint l'age de 70 ans ou jusqu'à deux ans après le décès de l'employé; après quoi, le dossier est détruit, pourvu que deux ans se soient écoulés depuis la dernière utilisation à des fins administratives des renseignements en question. Les évaluations du rendement d'employés sont conservées pendant cinq ans. Quant aux dossiers relatifs à des mesures disciplinaires, la durée de conservation est de trois ans suivant la date à laquelle les mesures disciplinaires ont été prises, autant qu'aucune autre mesure disciplinaire n'ait été prise depuis. ***No. APC :*** 85-001 ***Enregistrement (SCT) :*** 002991 ***Numéro de fichier :*** SHL PPE 815

Dossiers d'enquête
Description : Ce fichier sert à la consignation des plaintes et irrégularités au sujet de questions du domaine criminel ou sécuritaire. Il contient les procès-verbaux d'enquêtes, des notes d'entrevue, des rapports et les démarches correctives entreprises. ***Catégorie de personnes :*** Employés et grand public. ***But :*** Le fichier sert à faire enquête et à juger de la véracité des allégations de mauvaise conduite dans le domaine des infractions statutaires ou criminelles contre la Société, ou par un employé. ***Usages compatibles :*** Dans le cas d'enquêtes criminelles, les dossiers sont remis à la G.R.C. ou à un autre service de police reconnu. ***Normes de conservation et de destruction :*** Les dossiers sont conservés trois ans après la résolution de l'affaire. ***Enregistrement (SCT) :*** 001939 ***Numéro de fichier :*** SHL PPE 806

Dossiers des appels internes et des plaintes d'employés
Description : Ce fichier consigne et fournit des renseignements sur les appels internes entendus et les plaintes d'employés portées à d'autres agences telles que la Commission canadienne des droits de la personne, Développement des ressources humaines Canada , Travail et le Bureau du Commissaire aux langues officielles. ***Catégorie de personnes :*** Employés qui ont eu recours aux systèmes d'appel interne ou à

Normes de conservation et de destruction : Les documents sont conservés jusqu'à ce que l'employé atteigne l'âge de soixante-dix ans. Les documents historiques sont transférés aux Archives nationales du Canada. ***No. APC :*** 78-001 ***Enregistrement (SCT) :*** 001086 ***Numéro de fichier :*** SCC PPE 802

Voyages et réinstallations
Description : Ce fichier renferme les autorisations, les avances, les demandes de remboursement, les reçus, les préparatifs de voyage, les itinéraires et la correspondance concernant les déplacements, les réinstallations ou les affectations à l'étranger des employés. Les personnes qui désirent avoir accès à des renseignements personnels les concernant dans ce fichier doivent indiquer leur lieu de travail et leur destination, la data approximative du voyage et toute autre donnée permettant d'accélérer le traitement de leurs demandes. ***Catégorie de personnes :*** Employés de l'institution. ***But :*** Ce fichier a pour but d'emmagasiner des renseignements concernant les voyages, les réinstallations et les affectations à l'étranger des fonctionnaires. ***Usages compatibles :*** Approuver les questions de voyage et de réinstallation ainsi que les affectations à l'étranger, les avances et les demandes de remboursement. ***Normes de conservation et de destruction :*** Les dossiers sont détruits six ans après l'exercice financier durant lequel il y a eu règlement des frais de voyage ou de réinstallation. ***Enregistrement (SCT) :*** 002688 ***Numéro de fichier :*** SCC PPE 805

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Évaluation du rendement

Formation et perfectionnement

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Primes d'encouragement

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Vérification de la fiabilité

Société canadienne d'hypothèques et de logement

Chapitre 92

Fichiers particuliers

Accidents d'automobile
Description : Ce fichier contient des rapports sur les accidents; des réclamations pour les dommages subis; des décisions du tribunal; des règlements des transactions et la correspondance concernant des accidents survenus à des véhicules loués ou appartenant à l'État ainsi qu'à des véhicules privés utilisés à des fins professionnelles sur des accidents qui ont été rapportés. ***Catégorie de personnes :*** Employés de la SCHL. ***But :*** Ce fichier a pour but de conserver les renseignements se rapportant aux accidents d'automobile survenus à des employés de la SCHL. ***Usages compatibles :*** Déterminer la responsabilité pour de tels accidents, en approuver le règlement et fournir des statistiques afin de répondre aux exigences de rapports des compagnies d'assurance. ***Normes de conservation et de destruction :*** Les dossiers sont conservés actifs pour cinq ans et inactifs pour cinq ans. ***Enregistrement (SCT) :*** 003295 ***Numéro de fichier :*** SHL PPE 855

Cartes d'identification et laissez-passer
Description : Ce fichier pourrait contenir des photographies, des formulaires d'identification et la correspondance connexe à l'émission des cartes d'identité et des laissez– passer. ***Catégorie de personnes :*** Employés de la Société, entrepreneurs et les visiteurs. ***But :*** Ce fichier a pour but d'emmagasiner des renseignements connexes à l'émission des cartes d'identité et de laissez– passer. ***Usages compatibles :*** Émettre des cartes d'identité et des laissez– passer. ***Normes de conservation et de destruction :*** Les dossiers sont détruits deux ans après l'expiration de la carte d'identification et du laissez-passer. ***No. APC :*** 85-001 ***Enregistrement (SCT) :*** 002199 ***Numéro de fichier :*** SHL PPE 810

Conflits d'intérêt
Description : Ce fichier contient des divulgations volontaires faites par les employés concernant des situations potentielles de conflit d'intérêt, des rapports d'enquête, ainsi que la correspondance concernant les conflits d'intérêt potentiels et réels entre les fonctions

Service correctionnel Canada

Chapitre 91

Fichiers particuliers

Dotation

Description : Ce fichier contient les demandes de dotation, les descriptions de poste, les échelles de salaire, les profils de sélection, les affiches de concours, les demandes de mutation, les listes de mises à pied, les imprimés d'ordinateur relatifs au répertoire des ressources humaines, les demandes d'emploi des candidats, les listes de candidats, les évaluations de jurys de sélection, y compris les notes d'évaluation provenant du comité de dotation en personnel, les documents relatifs aux examens et à leurs résultats, les listes d'admissibilité, les offres d'emploi, les avis destinés aux candidats, les avis relatifs au droit d'appel et les documents à cet égard, et la correspondance relative à la dotation faite par divers moyens, notamment par voie de concours et à l'aide du répertoire des ressources humaines. On trouve dans les dossiers du fichier une grande variété de renseignements personnels qui portent notamment sur l'âge, le sexe, les niveaux des études et le numéro d'assurance sociale. On peut également trouver des avis relatifs à des décisions de dotation dans le dossier personnel d'un employé. Les personnes qui désirent avoir accès à des renseignements personnels les concernant dans ce fichier doivent indiquer le numéro du poste ou le numéro du concours, le cas échéant, au sujet duquel ils veulent obtenir des renseignements et toute autre donnée utile permettant d'accélérer le traitement de leurs demandes. ***Catégorie de personnes :*** Employés de l'institution. ***But :*** Ce fichier contient des renseignements qui peuvent être utilisés pour la dotation de postes au sein des ministères et organismes fédéraux. ***Usages compatibles :*** Sélectionner des candidats, doter des postes et traiter les appels relatifs aux nominations et aux promotions. Sur demande, des renseignements peuvent être fournis à un participant à un processus de sélection conformément à la politique de la Commission de la Fonction publique (CFP) sur la "Communication de renseignements à la suite d'une sélection" en vue d'expliquer les raisons de la décision. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant une période de deux ans suivant l'expiration de la liste d'admissibilité utilisée pour combler un poste et, ensuite, les dossiers sont détruits, pourvu que deux ans se soient écoulés depuis la dernière utilisation à des fins administratives des renseignements en question. ***Enregistrement (SCT) :*** 002686 ***Numéro de fichier :*** SCC PPE 803

Griefs

Description : Ce fichier contient les griefs présentés par les employés et par les représentants des unités de négociation, les accusés de réception et les réponses de la direction, les témoignages, les opinions juridiques, les rapports d'enquête et d'analyse, les descriptions de poste nécessaires lors de griefs sur la classification et toute la correspondance échangée au sujet des griefs. Les personnes qui désirent avoir accès à des renseignements personnels les concernant dans ce fichier doivent indiquer le numéro du grief, le lieu où le grief a été déposé et la date approximative du dépôt, ainsi que toute autre donnée permettant d'accélérer le traitement de leurs demandes. ***Catégorie de personnes :*** Employés de l'institution. ***But :*** Ce fichier a pour but de consigner les renseignements utilisés à tous les paliers de règlement des griefs, même au niveau de la commission des relations de travail dans la Fonction publique. ***Normes de conservation et de destruction :*** Les dossiers sont détruits après une période de trois ans suivant la date de règlement du grief ou la data à laquelle la Commission des relations de travail dans la Fonction publique a rendu sa décision. ***Enregistrement (SCT) :*** 002687 ***Numéro de fichier :*** SCC PPE 804

Prix et distinctions honorifiques

Description : Ce fichier renferme des documents sur l'administration des programmes de distinctions honorifiques et de présentations de prix du Service et du Conseil du Trésor. ***Catégorie de personnes :*** Employés du Service correctionnel du Canada. ***But :*** Ce fichier a pour but d'identifier les employés qui sont candidats à des distinctions honorifiques ou qui les ont reçus. ***Usages compatibles :*** Organismes chargée de l'application des lois, autorités provinciales. ***Normes de conservation et de destruction :*** Les documents sont conservés jusqu'à ce que l'employé atteigne l'âge de soixante-dix ans. Les documents historiques sont transférés aux Archives nationales du Canada. ***No. APC :*** 78-001 ***Enregistrement (SCT) :*** 001085 ***Numéro de fichier :*** SCC PPE 801

Programmes de perfectionnement professionnel

Description : Ce fichier renferme des renseignements sur le rendement d'un employé sur le plan des aptitudes, des capacités, des réalisations et des intérêts ainsi que sur la participation de l'employé à des activités de formation et de perfectionnement financées par des organismes gouvernementaux et non gouvernementaux. ***Catégorie de personnes :*** Les employés du Service correctionnel du Canada. ***But :*** Ce fichier a pour but de déterminer le niveau de rendement de chaque employé en vue de décider s'il y a lieu de garder l'employé, de prolonger sa période de stage ou de le renvoyer avant la fin de celui-ci, d'approuver sa rémunération au rendement et ses augmentations annuelles, d'approuver les activités de formation et de perfectionnement et de l'y inscrire, ainsi qu'à attester ses réalisations. ***Usages compatibles :*** Ce fichier sert à appuyer les décisions relatives à la rémunération et aux avantages sociaux, aux présences et aux congés, aux mutations, aux promotions, aux rétrogradations, à l'aide, à la discipline, à la cessation d'emploi, au perfectionnement et à la formation. Organismes chargés de l'application des lois, employeurs précédents (privés, provinciaux, fédéraux).

renferme aussi des résumés de décisions concernant la dotation; les présences et les congés, y compris les registres des congés et des présences et les certificats médicaux pour les congés de maladie; des renseignements médicaux aux fins de l'établissement des droits aux prestations, de la prise de décisions par l'administration sur des points comme les mutations ou les renvois pour des raisons fondées sur les avis médicaux; des données sur la planification de la relève, la formation et le perfectionnement; des décisions concernant les indemnités et l'aptitude au travail; ainsi que des renseignements sur la discipline et les cotes de sécurité. La plupart des renseignements concernant ces sujets se trouvent toutefois dans divers autres fichiers. ***Catégorie de personnes :*** Employés du SCRS et certains candidats à un poste pour ce qui est des renseignements touchant les langues officielles. ***But :*** Ce fichier a pour but de faciliter la gestion des ressources humaines du SCRS dans les secteurs administratif et opérationnel. ***Usages compatibles :*** Les données que renferme ce fichier peuvent servir à faire en sorte que les mesures prises au Service dans le secteur de la gestion des ressources humaines sont coordonnées et certifiées dans l'intérêt à la fois de l'employé et du SCRS, y compris les décisions relatives à la dotation, à la planification de la relève, aux examens médicaux, à l'aide aux employés, à l'équité en matière d'emploi et au multiculturalisme, à la rémunération et aux avantages sociaux, à la formation et au perfectionnement, à l'hygiène et à la sécurité au travail, aux langues officielles, à la discipline, aux cotes de sécurité et aux pensions. Elles peuvent également être utilisées pour vérifier des références professionnelles et pour rédiger des lettres de félicitations ou de condoléances. Elles peuvent être communiquées à Développement des ressources humaines Canada, à la commission de la Fonction publique, aux agents négociateurs de la Fonction publique, à Statistique Canada, aux assureurs des régimes d'assurance collective de la Fonction publique, à le Commission des relations de travail dans la Fonction publique ainsi qu'à d'autres ministères et organismes fédéraux, compte tenu d'une application stricte du principe de l'accès sélectif. Elles peuvent servir de source d'information ou pour la liaison avec les systèmes suivants: Système d'information des titulaires, Système de rapports sur les congés, Système de rapports sur les services supplémentaires, Système d'information sur les langues officielles, Fichier d'information sur la mobilité des employés, Système Versements/Retenues, Système sur les congés sans solde, Système d'information sur la formation et le perfectionnement, Système de collecte de données sur les postes et Système informatisés statistiques (CFP PCE 761) de la Commission de la Fonction publique et de Secrétariat du Conseil du Trésor. Les données figurant dans ce fichier peuvent également servir comme source d'information ou pour établir des liaisons avec d'autres sources de renseignements afin que le SCRS puisse remplir le mandat qui lui est conféré par la loi. Toutes les liaisons concernant la gestion des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. Ces renseignements peuvent enfin servir à des fins de recherche, de vérification, de planification, d'évaluation et de statistiques. ***Normes de conservation et de destruction :*** Les dossiers des employés du SCRS sont conservés par le Service au moins juqu'à ce que le sujet ait atteint l'âge de 90 ans ou pendant deux ans après le décès du sujet, pourvu que deux ans se soient écoulés depuis la dernière fois où le dossier a été utilisé à des fins administratives; au terme de cette période, le SCRS transfère le dossier aux Archives nationales du Canada s'il a une valeur historique ou archivistique. Sinon, il le détruit. Les dossiers sur les langues officielles sont conservés par le Service pendant cinq ans après la date de la dernière inscription, puis sont détruits. Les données sur les inscriptions, les présences, les demandes d'inscription aux cours de langue et les compétences acquises sont éliminées deux ans après la date du dernier document versé au dossier. Les dossiers sur les évaluations du rendement sont conservés pendant cinq ans, puis détruits. ***Enregistrement (SCT) :*** 003784 ***Numéro de fichier :*** SRS PPE 808

Voyages et réinstallations

Description : Ce fichier renferme les autorisations, les avances, les demandes de remboursement, les reçus, les préparatifs de voyage, les itinéraires et la correspondance concernant les déplacements, les réinstallations ou les affectations à l'étranger des employés. ***Catégorie de personnes :*** Employés du SCRS. ***But :*** Ce fichier a pour but d'emmagasiner des renseignements concernant les voyages, les réinstallations et les affectations à l'étranger des employés du SCRS. ***Usages compatibles :*** Administrer les fonctions touchant les voyages et les réinstallations (approbations), ainsi que les affectations à l'étranger (autorisations, avances, demandes de remboursement). Ces renseignements peuvent également servir à des fins de recherche, de vérification, de planification, d'évaluation et de statistiques. ***Normes de conservation et de destruction :*** Les dossiers sont détruits six ans après l'exercice financier durant lequel il y a eu règlement des frais de voyage ou de réinstallation. ***Enregistrement (SCT) :*** 002146 ***Numéro de fichier :*** SRS PPE 819

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Stationnement

accidents de véhicules, les enquêtes à leur sujet et le règlement de ces accidents sont conservés dans le fichier SRS PPE 814. ***Catégorie de personnes :*** Employés du SCRS. ***But :*** Ce fichier a pour but de fournir la documentation nécessaire à l'administration des programmes de sécurité et d'hygiène au travail au SCRS, notamment la prévention des accidents, la protection de la santé et les autorisations de congés et d'indemnités touchant les lésions et les maladies professionnelles. Il vise à consigner tous les détails se rapportant à la sécurité et à l'hygiène au travail ainsi que les causes d'accidents et de lésions, afin de prévenir les accidents, d'assurer la protection de la santé, et de permettre l'administration efficace de chaque programme de sécurité et d'hygiène au SCRS. ***Usages compatibles :*** Étayer les décisions connexes aux indemnités destinées aux travailleurs (y compris celles des commissions provinciales des accidents du travail), aux congés d'accident au travail ainsi qu'à la paye et aux avantages sociaux; servir de moyen permettant de prévenir les lésions, les maladies et les incapacités subséquentes qui découlent des conditions de travail ou qui sont aggravées par celles-ci; assurer que des individus sujets à certains risques professionnels déterminés soient en mesure de continuer à travailler sans préjudice pour leur santé, leur sécurité ou celle des autres et établir des conditions qui permettront à certains individus souffrant de maladies ou d'incapacités de continuer à travailler dans des conditions contrôlées. Ces renseignements peuvent également servir à des fins de recherche, de vérification, de planification, d'évaluation et de statistiques. ***Normes de conservation et de destruction :*** Les dossiers sur les accidents et les maladies du travail sont conservés pendant dix ans puis détruits, si Développement des ressources humaines Canada en a un double. Le dossier se rapportant à un accident en particulier peut être joint au dossier personnel de l'employé, dont la conservation est assujettie aux normes applicables à ce fichier. ***Enregistrement (SCT) :*** 002140 ***Numéro de fichier :*** SRS PPE 813

Services de santé

Description : Ce fichier contient des dossiers médicaux et d'examen de santé, des rapports, des formulaires et de la correspondance relative aux blessures et à l'état de santé de l'employé et des informations sur les membres de sa famille immédiate dont l'état de santé pourrait avoir une incidence sur son rendement. ***Catégorie de personnes :*** Les employés du SCRS et les membres de leurs familles. ***But :*** Établir la capacité de l'employé à s'acquitter de ses fonctions compte tenu de son état de santé physique et mentale; présenter des recommandations lorsque la santé physique ou mentale constitue un critère déterminant eu égard à la dotation d'un poste; établir les droits aux congés de maladie ou l'admissibilité aux programmes d'assurance. ***Usages compatibles :*** L'information peut servir à l'intérieur des mécanismes de recours ou de griefs et à des fins, de dotation et d'administration des programmes de rémunération et d'avantages sociaux; être utilisée par les praticiens pour poursuivre le traitement ou par les médecins et les psychologues nommés au Comité d'évaluation du dossier de santé; servir à déterminer l'admissibilité de l'employé à une pension d'invalidité de la Commission canadienne des pensions; être utilisée à des fins de recherche, de vérification, de planification, d'évaluation et de statistiques. Toutes les liaisons concernant l'administration des ressources humaines et les programmes de rémunération et d'avantages sociaux sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. ***Normes de conservation et de destruction :*** Les dossiers sont conservés jusqu'à ce que l'employé atteigne 70 ans ou que deux ans se soient écoulés depuis la dernière mesure administrative. Les dossiers jugés de nature historique ou qui ont une valeur sur le plan des archives doivent être remis aux Archives nationales du Canada; les autres doivent être détruits. ***Enregistrement (SCT) :*** 003300 ***Numéro de fichier :*** SRS PPE 827

Services du personnel du SCRS

Description : Ce fichier contient les caractéristiques personnelles, soit l'âge, le sexe et le numéro d'assurance sociale; l'adresse personnelle; la citoyenneté; des renseignements sur les études (relevés de notes, certificats et diplômes); des données sur les langues officielles, notamment les inscriptions à des cours de langue, les fiches de présence, les demandes d'inscription et les compétences acquises, ainsi que les exigences linguistiques des postes et les primes au bilinguisme; des renseignements sur les emplois antérieurs ailleurs qu'à la Fonction publique; les curriculum vitae et les références; l'emplacement des organismes concernés; les nominations et les mutations; les évaluations du rendement, y compris le niveau de rendement de l'employé (habiletés, aptitudes, réalisations et intérêts); les promotions et les rétrogradations; les périodes d'emploi, notamment les stages, les mises à pied et la durée d'emploi; la classificaiton, y compris les numéros de poste, les groupes, les niveaux, les titres et les traitements; ainsi que des informations sur les pensions et les assurances, notamment les noms des bénéficiaires. On peut également y trouver, le cas échéant, des renseignements concernant le service militaire, y compris les périodes et les domaines de service; les exclusions des négociations collectives, notamment le statut d'employé désigné et l'identification de l'agent négociateur; les réalisations professionnelles, y compris les publications, les brevets et les primes; les passeports et les permis d'arme à feu nécessaires pour occuper le poste; ainsi que des renseignements sur la cessation d'emploi, notamment les certificats et les raisons du départ de l'employé. Ce fichier comprend en outre des données sur l'examen par le Service des plaintes déposées en vertu de la Loi sur les langues officielles, ses recommandations et les mesures correctives qu'il a prises. A cet égard, les demandeurs doivent préciser quel a été leur rôle dans le processus pour être autorisés à consulter les dossiers qui les intéressent. Les personnes intéressées doivent indiquer la date approximative de l'évaluation de leurs aptitudes en gestion afin que nous puissions extraire ce dossier, qui est conservé cinq ans avant d'être détruit. Ce fichier

dernière mesure administrative. ***No. APC :*** 86-001 ***Enregistrement (SCT) :*** 002152 ***Numéro de fichier :*** SRS PPE 822

Programmes d'équité en matière d'emploi et du multiculturalisme
Description : Ce fichier contient des renseignements personnels sur les employés et indique si ceux-ci sont intéressés à participer au programme d'équité en matière d'emploi. Tous ces renseignements ont été recueillis au moyen de questionnaires ou d'entrevues, ou compilés à partir de dossiers d'employés ou de systèmes informatiques. Il est demandé aux répondants d'indiquer, de leur plein gré leur nom, leur sexe et s'ils sont autochtones, handicapés ou font partie d'une minorité visible. ***Catégorie de personnes :*** Employés du Service. ***But :*** Ce fichier contient toute la documentation nécessaire à la mise en oeuvre de la politique d'équité en matière d'emploi au SCRS. C'est grâce à ces renseignements qu'il est possible d'obtenir un tableau complet des employés, par sexe et appartenance à un groupe désigné (femmes, autochtones, personnes handicapées et personnes faisant partie de minorités visibles). Ces renseignements sont utilisés pour dresser un profil personnel des employés et comparer la situation des membres des groupes désignés à celle des groupes au sein du Service qui ne le sont pas et celle de leurs homologues sur le marché du travail canadien. Toute liaison nécessaire à l'administration du Programme d'équité est conforme aux dispositions de la Loi sur la protection des renseignements personnels. ***Usages compatibles :*** Le ministère peut recueillir des données pour des fins statistiques, pour obtenir des renseignements sur les employés, ou encore à ces deux fins. Les renseignements recueillis sont utilisés dans le cadre du programme d'équité en matière d'emploi du Service, afin de déterminer s'il y a discrimination systémique dans l'embauche, de l'éliminer s'il y a lieu et d'introduire des mesures temporaires spéciales qui permettront aux groupes désignés d'être admis et d'être représentés d'une manière équitable au Service. Les renseignements peuvent également être utilisés à l'élaboration et à la mise en oeuvre de la politique connexe à l'équité en matière d'emploi. ***Normes de conservation et de destruction :*** Les dossiers sur l'équité en matière d'emploi sont habituellement conservés deux ans, puis détruits. Les données contenues dans ce fichier peuvent également servir à des fins de vérification. ***Enregistrement (SCT) :*** 002133 ***Numéro de fichier :*** SRS PPE 824

Rémunération et avantages sociaux
Description : Ce fichier contient les certifications nécessaires pour la rémunération, les indemnités et les déductions et présente des renseignements au sujet du traitement et des avantages sociaux pour chaque employé, y compris le numéro d'assurance sociale, ainsi que la correspondance connexe à l'administration de la paye et des avantages sociaux. Le fichier peut également comprendre des dispositions concernant la saisie-arrêt et la distraction des fonds. Les dossiers touchant les gains et la pension de retraite sont joints au dossier personnel de chaque employé. ***Catégorie de personnes :*** Employés de l'institution. ***But :*** Ce fichier contient de la documentation sur l'administration de la rémunération et des avantages sociaux au sein des ministères et organismes fédéraux. Il sert également à approuver le paiement des traitements et des indemnités ainsi que les retenues. Le numéro d'assurance sociale est utilisé à des fins d'identification et afin d'assurer l'uniformité de l'administration de la paye et des avantages sociaux. Le numéro d'assurance sociale doit être obligatoirement fourni pour ce fichier; toutefois, il peut y avoir des cas d'exception lorsqu'il y a des circonstances spéciales. ***Usages compatibles :*** Permettre la vérification et la conciliation des comptes relatifs à la paye (par exemple, la rémunération et les rétributions) et le recouvrement des trop– payés et des dettes envers la Couronne et, le cas échéant, permettre l'exécution des ordonnances émises dans le cadre de la Loi sur la saisie-arrêt et la distraction de pensions. Des renseignements sont également fournis à Travaux publics et Services gouvernementaux Canada, pour faciliter le versement des salaires et des cotisations aux divers régimes de santé provinciaux, aux assureurs des régimes collectifs et aux syndicats, aux fins de la vérification des cotisations. Les renseignements versés dans ce fichier peuvent être utilisés pour l'établissement des budgets, ainsi qu'à des fins de recherche, de vérification, de planification, d'évaluation et de statistiques. ***Normes de conservation et de destruction :*** Pour ce qui est de la documentation générale touchant la rémunération et les déductions ainsi que de la correspondance, les dossiers sont détruits deux ans après la fin de l'année financière, sauf s'il faut régler des paiements excédentaires, recouvrer des sommes dues à l'Etat ou exécuter des ordonnances de saisie-arrêt ou de distraction de pensions, cas où les dossiers sont conservés jusqu'à ce que les paiements excédentaires soient réglés, les sommes dues soient recouvrées et l'ordonnance de saisie-arrêt ou de distraction ne soit plus en vigueur. ***Enregistrement (SCT) :*** 002130 ***Numéro de fichier :*** SRS PPE 823

Sécurité et hygiène au travail
Description : Ce fichier comprend des rapports d'enquête sur des accidents et sur des lésions ou des maladies professionnelles et la correspondance connexe, ainsi que des copies du Rapport d'enquête sur les accidents que doit remplir le superviseur; ces documents sont conservés par le SCRS, au centre de responsabilité concerné. Conformément à la politique du Conseil du Trésor, le SCRS conserve également des dossiers sur les premiers soins administrés. Ce fichier contient des renseignements sur les plaintes dont le Comité de sécurité et d'hygiène au travail a été saisi, ses conclusions, ses recommandations et la correspondance connexe. Développement des ressources humaines Canada ou l'organisme provincial responsable conservent des dossiers médicaux, les demandes d'indemnisation et la correspondance connexe, et des dossiers touchant les sommes déboursées. (Dossier sur l'indemnisation des employés de l'État, DRHC PEC 701). Les dossiers concernant les

Griefs et arbitrage
Description : Ce fichier contient les griefs présentés par les employés et par les représentants des unités de négociation; les accusés de réception et les réponses de la direction; les témoignages; les opinions juridiques; les rapports d'enquête et les analyses; et toute la correspondance relative aux griefs et à l'arbitrage. ***Catégorie de personnes :*** Employés du SCRS. ***But :*** Ce fichier a pour but de consigner les renseignements utilisés à tous les paliers de règlement des griefs et de la procédure d'arbitrage, y compris au niveau de la Commission des relations de travail dans la Fonction publique. ***Usages compatibles :*** Les renseignements contenus dans ce fichier sont utilisés exclusivement pour consigner et, le cas échéant, aider à résoudre les griefs y compris les renvois à l'arbitrage de la Commission des relations de travail dans la Fonction publique. Ils peuvent également servir à des fins de recherche, de vérification, de planification, d'évaluation et de statistiques. ***Normes de conservation et de destruction :*** Les dossiers concernant les griefs et l'arbitrage sont conservés pendant cinq ans après le règlement définitif du différend, puis détruits. ***Enregistrement (SCT) :*** 002143 ***Numéro de fichier :*** SRS PPE 816

Harcèlement et discrimination en milieu de travail
Description : Ce fichier contient la correspondance relative aux plaintes de harcèlement et/ou de discrimination; les rapports d'entrevue avec les plaignants et les présumés harceleurs; les rapports d'entrevue avec les témoins des incidents; les récapitulations des enquêtes faites par la direction; les analyses des événements et les décisions prises au sujet d'incidents donnés. Ces renseignements doivent constituer un dossier distinct et ne pas être versés dans le dossier personnel du plaignant. Lorsqu'une mesure disciplinaire est prise à la suite d'une enquête, ils doivent être transférés dans le fichier des mesures disciplinaires. ***Catégorie de personnes :*** Employés de l'institution. ***But :*** Consigner les renseignements nécessaires pour traiter les plaintes de harcèlement et/ou discrimination en milieu de travail, pour établir qu'il s'agit vraiment d'un cas de harcèlement et/ou discrimination et, dans l'affirmative, pour déterminer les mesures appropriées, y compris les mesures disciplinaires, qu'il convient de prendre pour mettre fin à cette situation. ***Usages compatibles :*** Étayer les décisions prises à la suite de l'enquête et de l'analyse relatives à la plainte. ***Normes de conservation et de destruction :*** Les dossiers sont détruits deux ans après la date de la dernière mesure administrative qui a été prise. ***Enregistrement (SCT) :*** 003298 ***Numéro de fichier :*** SRS PPE 825

Mécanisme de recours lié à la classification
Description : Ce fichier contient les demandes de recours des employés du SCRS liées à la classification de leurs postes, les accusés de réception, le rapport du Comité de recours, les avis de décision et toute information personnelle relative à la résolution du grief. Pour que l'information puisse être repérée, il faut inscrire les numéros des postes et les dates des demandes de recours. ***Catégorie de personnes :*** Employés du SCRS. ***But :*** Faciliter l'accès aux renseignements personnels recueillis dans le cadre des procédures de recours liées à la classification. ***Usages compatibles :*** Les renseignements contenus dans ce fichier peuvent servir à résoudre les griefs ultérieurs ou les appels relatifs à la classification. Ils peuvent aussi être utilisés à des fins de recherche, de planification, de vérification et de statistiques. ***Normes de conservation et de destruction :*** Les dossiers sont détruits cinq ans après la dernière mesure administrative qui a été prise. ***Enregistrement (SCT) :*** 003631 ***Numéro de fichier :*** SRS PPE 830

Primes d'encouragement et distinctions
Description : Le fichier contient des renseignements sur les employés qui ont été nommés pour des primes, dans le cadre du Régime des primes d'attestation du mérite du SCRS ainsi que sur ceux qui ont bénéficié d'une bourse du SCRS. Ces renseignements peuvent comprendre des curriculum vitae, des descriptions à l'appui de contributions méritoires concernant leurs fonctions, ou des suggestions pour améliorer des opérations de la Fonction publique ou du SCRS, ainsi que des rapports de recommandations, dûment remplis, concernant soit la prime au mérite ou la prime à l'initiative. Ce fichier renferme également des renseignements sur les employés dont on a étudié le dossier en vue de leur décerner la Prime de longs services ou le Prix Sir William Stephenson. ***Catégorie de personnes :*** Les employés du SCRS, dont la candidature a été proposée ou qui ont participé aux programmes des primes d'encouragement et des distinctions du SCRS, au Régime des primes d'attestation du mérite des employés du SCRS, ainsi que ceux qui ont demandé la bourse Sir William Stephenson. ***But :*** Le fichier a pour but de répertorier les personnes admissibles à une prime ou à une distinction dans le cadre des programmes du SCRS ou du Régime des primes d'attestation du mérite des employés du SCRS, ou admissibles à la Bourse Sir William Stephenson. ***Usages compatibles :*** Les renseignements contenus dans ce fichier sont utilisés pour établir des précédents au sujet des primes et pour vérifier à rebours les dépenses de fonds. Ce fichier peut être utilisé comme source d'information ou pour les liaisons avec les autres établissements gouvernementaux qui participent au Régime des primes d'attestation du mérite des employés du SCRS, afin de déterminer si la suggestion ou la demande de prime justifie, en raison de son caractère unique, une récompense. Le ministère des Travaux publics et des Services gouvernementaux émet les chèques et utilise les NAS aux fins de l'impôt sur le revenu. Ces renseignements peuvent également servir à des fins de recherche, de vérification, de planification, d'évaluation et de statistiques. ***Normes de conservation et de destruction :*** Les données sur le Régime des primes d'attestation du mérite des employés du SCRS sont conservées pendant six ans et celles sur les autres primes sont gardées pendant trois ans, puis on détermine s'il y a lieu de les transférer aux Archives nationales. Celles sur les suggestions et les candidatures rejetées sont détruites deux ans après la

tests psychologiques; les listes d'admissibilité; les offres d'emploi; les avis destinés aux candidats; les avis relatifs au droit d'appel et les documents à cet égard; la correspondance relative à la dotation faite par divers moyens, notamment par voie de concours et à l'aide du répertoire des ressources humaines. Les employés qui veulent avoir accès aux renseignements qui les concernent et qui figurent dans un dossier de concours doivent fournir le numéro du concours pour que l'on puisse les trouver et les récupérer. On trouve dans les dossiers du fichier une grande variété de renseignements personnels, qui portent notamment sur l'âge, le sexe, le niveau des études et/ou l'expérience de travail. On peut également trouver des avis relatifs à des décisions de dotation dans le dossier personnel d'un employé. ***Catégorie de personnes :*** Employés du SCRS. ***But :*** Ce fichier contient des renseignements qui peuvent être utilisés pour la dotation de postes au sein du SCRS. ***Usages compatibles :*** Sélectionner des candidats, doter des postes et traiter les appels relatifs aux nominations et aux promotions. Pour avoir accès à ces renseignements, il faut, le cas échéant, donner le numéro du concours. Ce système peut servir de source d'information pour le Fichier de données sur le programme d'équité en matière d'emploi, la Commission de la Fonction publique, Statistique Canada, ainsi que d'autres ministères et organismes fédéraux. On peut servir de ce système comme source d'information ou comme lien pour les fichiers suivants : Système d'information des titulaires; Système Versements/Retenues; Système de rapports sur les services supplémentaires; Système d'information sur les langues officielles; Fichier d'information sur la mobilité des employés; Système sur les congés sans solde; Système de collecte de données sur les postes; et le fichier des systèmes informatisés statistiques (CFP PCE 761) que détient la Commission de la Fonction publique. Il est également possible d'établir des liaisons avec les fichiers énumérés ci-dessus. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. Ces renseignements peuvent également servir à des fins de recherche, de vérification, de planification, d'évaluation et de statistiques. ***Normes de conservation et de destruction :*** Les dossiers sont conservés deux ans après l'expiration de la liste d'admissibilité utilisée pour combler un poste ou deux ans après toute mesure administrative. ***Enregistrement (SCT) :*** 002136 ***Numéro de fichier :*** SRS PPE 809

Formation et perfectionnement

Description : Ce fichier comprend des données personnelles notamment : les demandes de cours et les évaluations; le numéro de dossier personnel; les résultats des examens et les certificats; les relevés de paiement des frais; la correspondance connexe à la participation des employés à des cours de formation et de perfectionnement parrainés par le gouvernement ou donnés par des organismes privés. Le fichier contient aussi le numéro d'assurance sociale des employés qui ont bénéficié du Programme de paiement des frais de scolarité. Il contient également des renseignements personnels relatifs à des programmes de mutation et de perfectionnement des employés comme le Programme de développement de carrière, les congés d'étude non payés et le Programme de mutation par rotation y compris des profils d'employés. Sont également inclus les renseignements sur des employés qui ont suivi des cours de la Commission de la fonction publique. La collecte de ces renseignements est effectuée en vertu de la Loi sur les relations de travail dans la Fonction publique et de la Loi sur l'emploi dans la Fonction publique. Ce fichier renferme en outre les profils des employés utilisés dans le cadre du processus de dotation. Les dossiers relatifs à la participation et aux résultats obtenus sont joints aux dossiers personnels des employés et l'on trouve, dans le fichier concernant les évaluations de rendement, les renseignements touchant le besoin en perfectionnement pour chaque employé en vue d'améliorer son rendement. ***Catégorie de personnes :*** Employés du SCRS. ***But :*** Ce fichier a pour but de fournir de la documentation pour l'administration des programmes de formation et de perfectionnement au SCRS. ***Usages compatibles :*** Approuver et inscrire la participation des employés à des cours de formation et de perfectionnement et confirmer les réalisations des employés. Les renseignements relatifs à l'administration de la paye des employés figurent également dans le fichier sur la rémunération et les avantages sociaux. Ce système peut servir de source d'information pour le Fichier de données sur le programme d'équité en matière d'emploi, la Commission de la Fonction publique, les agents négociateurs de la Fonction publique, Statistique Canada, ainsi que d'autres ministères et organismes fédéraux. On peut se servir de ce système comme source d'information pour les fichiers suivants : Système d'information des titulaires; Système Versements/Retenues; Système de rapports sur les congés; Système de rapports sur les services supplémentaires; Système d'information sur les langues officielles; Programme de mutation par rotation; Système sur les congés sans solde; Système de collecte de données sur les postes; et le fichier des Systèmes informatisés statistiques (CFP PCE 761) que détient la Commission de la Fonction publique. Il est également possible d'établir des liaisons avec les fichiers énumérés ci-dessus. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. Ces renseignements peuvent également servir à des fins de recherche, de vérification, de planification, d'évaluation et de statistiques. ***Normes de conservation et de destruction :*** Les dossiers versés dans ce fichier sont conservés cinq ans après la fin des cours de formation pour contrôler les progrès réalisés par l'employé et lui assurer le perfectionnement voulu, puis ils sont détruits. ***Enregistrement (SCT) :*** 002138 ***Numéro de fichier :*** SRS PPE 811

lieu de prendre des mesures disciplinaires et, dans ce cas, à déterminer la nature de ces mesures. ***Usages compatibles :*** Étayer les décisions relatives à la rémunération et aux avantages sociaux; aux présences et aux congés; à la sécurité interne; aux mutations, aux rétrogradations et à la cessation d'emploi. Ces renseignements peuvent également servir à des fins de recherche, de vérification, de planification, d'évaluation et de statistiques. ***Normes de conservation et de destruction :*** Deux ans après la date à laquelle la mesure disciplinaire a été prise, pourvu qu'aucune autre mesure disciplinaire n'ait été enregistrée dans l'intervalle. Lorsque des mesures disciplinaires ont été annulées ou qu'il a été établi que les accusations d'écart de conduite n'étaient pas fondées, la documentation relative à la mesure en cause peut être immédiatement détruite lorsque l'employé concerné en fait la demande par écrit. ***Enregistrement (SCT) :*** 002144 ***Numéro de fichier :*** SRS PPE 817

Conflits d'intérêts

Description : Ce fichier renferme (1) les documents attestant que l'employé a lu et compris la politique du SCRS sur les conflits d'intérêts et s'engage à l'observer comme condition d'emploi, et indiquant s'il possède ou non des biens ou des intérêts qui sont, ou pourraient être, incompatibles avec l'exercice de ses fonctions; (2) des rapports confidentiels faisant état des biens ou des intérêts qui sont, ou pourraient être, incompatibles avec l'exercice de ses fonctions; (3) des rapports d'enquêtes et de la correspondance portant sur des conflits d'intérêts réels, éventuels ou apparents liés à l'incompatibilité réelle, ou éventuelle, entre les affaires personnelles de l'employé et l'exercice de ses fonctions. ***Catégorie de personnes :*** Employés du SCRS. ***But :*** Consignation des renseignements (1) qui indiquent si l'employé a lu et compris la politique du SCRS sur les conflits d'intérêts et s'engage à l'observer comme condition d'emploi; (2) qui indiquent s'il existe des conflits d'intérêts réels, éventuels ou apparents pour les employés du SCRS; (3) qui permettent de tenir un registre de tous les conflits d'intérêts réels, éventuels ou apparents; (4) qui permettent de consigner toutes les mesures d'observation d'après-mandat qui sont requises de l'employé. ***Usages compatibles :*** Régler des conflits d'intérêts réels, éventuels ou apparents, et étayer les décisions prises au sujet des mutations et des mesures disciplinaires en cas de conflits d'intérêts non réglés. Permettre aux agents désignés de déterminer si un ancien employé respecte les mesures d'observation d'après-mandat qui lui sont applicables. Les informations peuvent aussi servir à des fins de vérification. ***Normes de conservation et de destruction :*** Le SCRS conserve ces documents pendant la durée d'emploi, plus deux ans, après quoi ils sont détruits. ***Enregistrement (SCT) :*** 003299 ***Numéro de fichier :*** SRS PPE 826

Cotes de sécurité (Antérieurement autorisations sécuritaires)

Description : Ce fichier contient tous les antécédents personnels; les résumés des enquêtes faites par le Service canadien du renseignement de sécurité (SCRS), auparavant le Service de sécurité de la Gendarmerie royale du Canada (GRC); des cartes d'empreintes digitales; les antécédents criminels; le numéro d'assurance sociale; les séances de briefing et la correspondance connexe à la cote de sécurité attribuée aux employés et les résultats des tests polygraphiques. Des remarques au sujet du niveau de la cote de sécurité peuvent être ajoutées au dossier personnel de l'employé. Le fichier renferme aussi des informations sur les voyages d'agrément qui peuvent susciter des craintes pour la sécurité de l'employé, les vérifications informatiques et la correspondance ayant trait à l'employé. ***Catégorie de personnes :*** Employés du SCRS, candidats à un emploi, contractuels et personnel des entreprises ayant conclu des marchés avec l'administration fédérale. ***But :*** Ce fichier vise à consigner des renseignements concernant l'établissment de la cote de sécurité s'appliquant à l'employé, à l'égard des conditions d'emploi, dans la mesure où ces données ont trait à la gestion du personnel du Service. Il peut également servir à déterminer le niveau de la cote de sécurité et à fournir les renseignements nécessaires à l'administration des mesures de sécurité du gouvernement. ***Usages compatibles :*** Étayer les décisions se rapportant à des mutations, à des promotions, à des mesures disciplinaires, aux augmentations automatiques, au prolongement ou à la fin de la période d'emploi et à l'attribution des cartes d'identité ou de laissez-passer, et aider les employés du SCRS à déterminer si d'autres personnes ont l'autorisation d'être sur les lieux. Les données versées dans ce fichier peuvent également servir à vérifier si les conditions d'emploi sont respectées, dans le contexte de la gestion du personnel du Service. Ce fichier peut être utilisé comme une source d'information ou pour la liaison avec d'autres sources d'information, afin que le SCRS puisse remplir le mandat qui lui est conféré par la loi. Toute liaison est conforme aux dispositions de la Loi sur la protection des renseignements personnels. Ces renseignements peuvent également servir à des fins de recherche, de vérification, de planification, d'évaluation et de statistiques. ***Normes de conservation et de destruction :*** Les renseignements sont conservés jusqu'à ce que l'intéressé ne soit plus au service du SCRS; et sont détruits au bout de sept ans. Les données sur les candidats non retenus ainsi que sur les contractuels sont gardées pendant au moins six ans, puis détruites. ***Enregistrement (SCT) :*** 002142 ***Numéro de fichier :*** SRS PPE 815

Dotation

Description : Ce fichier contient les demandes de dotation; les descriptions de poste; les échelles de salaire; les profils de sélection; les affiches de concours; les demandes de mutation; les listes de mises à pied; les imprimés d'ordinateur relatifs au répertoire des ressources humaines; les demandes d'emploi; les listes de candidats; les évaluations des jurys de sélection, y compris les rapports et les notes d'évaluation provenant du comité de dotation; les documents relatifs aux examens et à leurs résultats, y compris les résultats des

Code régissant les conflits d'intérêts et l'après-mandat
Dossier personnel d'un employé
Dotation
Évaluation du rendement
Formation et perfectionnement
Griefs
Harcèlement
Langues officielles
Mesures disciplinaires
Présences et congés
Primes d'encouragement
Programme d'équité en matière d'emploi
Rémunération et avantages
Sécurité et santé au travail
Stationnement
Voyages et réinstallations

Service canadien du renseignement de sécurité

Chapitre 90

Fichiers particuliers

Accidents d'automobile, de bateau, d'embarcation et d'avion

Description : Ce fichier contient des rapports sur les accidents; des réclamations pour les dommages subis; des décisions du tribunal; des transactions de règlement et la correspondance concernant des accidents survenus à des véhicules, des bateaux, des embarcations et des avions loués ou appartenant à l'État ou à des véhicules, bateaux, embarcations et avions privés utilisés à des fins professionnelles. Ce fichier renferme également les demandes de paiement à titre gracieux et les paiements effectués aux individus. Pour les renseignements concernant l'hygiène et la sécurité au travail et les autorisations de congés et d'indemnité liées aux accidents de travail ou aux maladies professionnelles, voir le fichier SRS PPE 813. Le numéro de code du véhicule doit être fourni pour faciliter la recherche dans le système d'information. ***Catégorie de personnes :*** Les employés du SCRS victimes d'accidents d'automobile, de bateau, d'embarcation ou d'avion et ceux qui ont fait une demande de paiement à titre gracieux. ***But :*** Ce fichier a pour but de conserver les renseignements se rapportant aux accidents d'automobile, de bateau, d'embarcation et d'avion survenus à des employés du SCRS. ***Usages compatibles :*** Déterminer la responsabilité des accidents et approuver le règlement des dommages. Ces données peuvent être versées au dossier personnel de l'employé et servir à des fins de recherche, de vérification, de planification, d'évaluation et de statistiques. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant deux ans, après le règlement des réclamations, puis détruits après consultation auprès des Archives nationales. ***Enregistrement (SCT) :*** 002141 ***Numéro de fichier :*** SRS PPE 814

Aide aux employés

Description : Ce fichier contient des renseignements, traités de façon confidentielle, sur la participation d'un employé au Programme d'aide aux employés (PAE), y compris les dossiers obtenus ou préparés dans le cadre d'un contrat, les avis de mise en rapport volontaire ou obligatoire (connexe au rendement au travail); les dossiers de mise en rapport avec des professionnels de la santé ou un organisme de réadaptation, et les rapports et la correspondance provenant de ces derniers; certaines interprétations médicales concernant les capacités ou les limites de travail de l'employé. ***Catégorie de personnes :*** Employés, retraités, conjoints et membres de la famille immédiate. ***But :*** Ce fichier a pour but d'emmagasiner les renseignements nécessaires à l'administration du Programme d'aide aux employés. Il vise à déterminer si les employés ont besoin de services de conseil, s'il est nécessaire de leur faire passer une évaluation sur le plan médical ou de les faire participer à des programmes de réadaptation. ***Usages compatibles :*** Étayer les décisions ayant trait aux mesures à prendre en matière d'aide aux employés. Ces renseignements peuvent également servir à des fins de recherche, de vérification, de planification, d'évaluation et de statistiques. ***Normes de conservation et de destruction :*** Les dossiers sont détruits deux ans après la date la plus récente à laquelle une pièce portant sur l'aide à l'employé a été versée au fichier. ***No. APC :*** 86-001 ***Enregistrement (SCT) :*** 002147 ***Numéro de fichier :*** SRS PPE 820

Conduite et mesures disciplinaires

Description : Ce fichier contient des avis de mesures disciplinaires et la correspondance échangée au sujet de l'inconduite d'un employé en ce qui a trait aux conditions d'emploi; les témoignages; les opinions juridiques; les enquêtes se rapportant à des écarts de conduite possibles et le rapport d'analyse qui résulte de ces enquêtes. Il est important de signaler que les avis de mesures disciplinaires peuvent être joints au dossier personnel de l'employé. ***Catégorie de personnes :*** Employés du SCRS autres que les personnes nommées ou détachées au Service. ***But :*** Ce fichier contient les renseignements utilisés lors des mesures disciplinaires prises au SCRS. Il sert également à déterminer s'il y a

conformément à diverses politiques de la Commission de la Fonction publique, en vue de fournir des renseignements sur les employés ayant une priorité de nomination. ***Usages compatibles :*** L'usage est compatible avec le but mentionné à la partie 5. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant deux ans à compter de la date de la fin du statut de priorité, puis sont détruits. Les autorités des Archives nationales du Canada sont consultées concernant la destruction des dossiers informatisés. ***No. APC :*** 86-001 ***Enregistrement (SCT) :*** 002901 ***Numéro de fichier :*** SCan PPE 805

Primes d'encouragement
Description : Le fichier contient des renseignements sur les fonctionnaires qui ont été nommés pour des primes, dans le cadre du Régime des primes d'encouragement du gouvernement fédéral. Ces renseignements peuvent comprendre des curricula vitae, des descriptions à l'appui de contributions méritoires concernant leurs fonctions, ou des suggestions pratiques en vue de l'amélioration des opérations de la Fonction publique, ainsi que des rapports de recommandations, dûment remplis, concernant soit la prime au mérite ou la prime à l'initiative. ***Catégorie de personnes :*** Fonctionnaires qui ont été nommés pour des primes, dans le cadre du Régime des primes d'encouragement. ***But :*** Le fichier a pour but de déterminer les personnes qui ont été nommées pour des primes dans le cadre du Régime des primes d'encouragement du gouvernement fédéral. ***Usages compatibles :*** Les renseignements contenus dans ce fichier sont utilisés pour établir des précédents au sujet des primes et pour fournir une vérification des fonds déboursés. ***Normes de conservation et de destruction :*** Les fichiers financiers sont conservés pendant une période de six ans. Les fichiers créant des précédents sont transférés aux Archives publiques après l'expiration de la date de conservation. ***No. APC :*** 86-001 ***Enregistrement (SCT) :*** 002914 ***Numéro de fichier :*** SCan PPE 810

Programme de perfectionnement en gestion
Description : Cette banque de données renferme les renseignements suivants : le nom, l'adresse du domicile et l'adresse postale, le numéro de téléphone, le groupe et le niveau de l'employé, le numéro d'assurance sociale ou le code d'identification personnel, la formation scolaire, le plan de carrière, l'information relative à l'équité en matière d'emploi, les raisons motivant le parrainage des candidatures, les évaluations et/ou les attestations de rendement, le centre d'évaluation, les résultats d'évaluations, les résultats d'entrevues et les recommandations du comité consultatif de sélection de la DGPS, en vue de la participation au Programme de perfectionnement en gestion et des affectations à ce programme. ***Catégorie de personnes :*** Tous les employés de la Direction générale de la protection de la santé qui espèrent accéder, à moyen ou à court terme, à un poste du Groupe EX. ***But :*** Sélectionner les participants au Programme de perfectionnement en gestion. ***Usages compatibles :*** L'information recueillie pour la banque de données servira exclusivement à l'évaluation des candidates par le comité de sélection. ***Normes de conservation et de destruction :*** L'information sera conservée pendant au moins deux ans à compter décisions relatives à la sélection des participants. Les dossiers seront ensuite détruits. ***Enregistrement (SCT) :*** 003667 ***Numéro de fichier :*** SCan PPE 815

Saisie-arrêt
Description : Ce fichier contient les actes juridiques portant sur l'autorisation de saisir les traitements et les honoraires versés à l'égard des personnes contre lesquelles des mesures de saisie-arrêt ont été prises. ***Catégorie de personnes :*** Employé du Ministère. Entrepreneurs embauchés par le Ministère en tant que particuliers aux termes de marché de services. ***But :*** Ce fichier a pour but de coordonner et contrôler les modalités relatives à la saisie-arrêt afin de mettre en oeuvre les exigences administratives ayant trait à la paye pour s'assurer que le Ministère exécute les ordonnances de la cour dans les délais prévus par la Loi. ***Usages compatibles :*** Il permet, conformément à la Loi sur la saisie-arrêt et la distraction de pensions, de procéder à la saisie-arrêt et à la distraction de fonds. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pour deux ans suivant la fin de l'exercice financier, ou suivant le dernier usage administratif (le plus récent des deux aura priorité). ***No. APC :*** 86-001 ***Enregistrement (SCT) :*** 002787 ***Numéro de fichier :*** SCan PPE 803

Système de contrôle et d'imputabilité des années-personnes
Description : Ce fichier contient des renseignements, par individu, sur l'utilisation des années-personnes. Le numéro d'assurance sociale est utilisé à des fins de vérification et d'identification des individus et pour établir un lien entre l'information de ce fichier et celui du système ministériel d'information sur le personnel. ***Catégorie de personnes :*** Ce fichier concerne les employés du Ministère. ***But :*** Ce fichier a pour but d'enregistrer les renseignements sur l'utilisation des années-personnes qui servent à la gestion interne et qui doivent être rapportés au Conseil du Trésor annuellement. La préparation du rapport sur l'utilisation des années-personnes est une responsabilité financière. ***Usages compatibles :*** L'utilisation de ce fichier est compatible avec le but précisé dans la partie 5. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pour une période de six ans et sont détruits par la suite. ***No. APC :*** 86-001 ***Enregistrement (SCT) :*** 002749 ***Numéro de fichier :*** SCan PPE 804

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

dernier examen médical. À la fin de la période de conservation, certains de ces dossiers seront conservés aux Archives nationales du Canada à des fins archivistiques et le reste sera détruit. ***No. APC :*** 577437/607107 ***Enregistrement (SCT) :*** 002747 ***Numéro de fichier :*** SCan PCE 703

Dossiers du Conseil de révision médicale de la santé des fonctionnaires fédéraux
Description : Ce fichier contient certains des renseignements suivants ou la totalité : des demandes, des rapports médicaux, des résultats d'examen médical, des évaluations médicales et psychologiques, des rapports de laboratoire ou des radiographies. Les personnes demandant l'accès à ce fichier doivent fournir leur nom au complet, leur date de naissance et leur numéro de dossier. ***Catégorie de personnes :*** Les fonctionnaires fédéraux. ***But :*** Le but de ce fichier est de maintenir un dossier des décisions ou des recommandations relatives à des cas médicaux litigieux évalués par le Conseil d'examen médical de la Santé des fonctionnaires fédéraux. ***Usages compatibles :*** Les renseignements sont utilisés à l'interne aux fins de gestion des programmes et à des fins de recherche, de planification, d'évaluation, de statistiques et de vérification interne. Ayant rapport à SBS PCE 701. ***Normes de conservation et de destruction :*** Les dossiers sont conservés jusqu'à ce que l'employé ait atteint l'âge de 75 ans ou s'il a plus de 70 ans, cinq ans suivant le dernier examen médical. À la fin de la période de conservation, certains de ces dossiers seront conservés aux Archives nationales du Canada à des fins archivistiques et le reste sera détruit. ***No. APC :*** 577437/607107 ***Enregistrement (SCT) :*** 002746 ***Numéro de fichier :*** SCan PCE 702

Dossiers médicaux
Description : Ce fichier contient certains des renseignements suivants ou la totalité : des rapports médicaux, psychiatriques et d'experts-conseils, des résultats et des évaluations, des analyses et rapports de laboratoire, des radiographies et des rapports de traitement et de conseil. Les personnes demandant l'accès à ces renseignements doivent fournir leur nom au complet, leur date de naissance et l'endroit du dossier demandé. ***Catégorie de personnes :*** Les fonctionnaires fédéraux, les anciens fonctionnaires fédéraux et les fonctionnaires fédéraux éventuels. ***But :*** Ce fichier a pour but de maintenir les dossiers de santé au travail des fonctionnaires fédéraux éventuels y compris les dossiers de surveillance et de maintien des facteurs d'hygiène du travail et du milieu, de pré-embauche, d'évaluations périodiques médicales et de santé mentale, de milieu de travail. Les renseignements sont utilisés afin d'appuyer les décisions ou droits en matière médicale, de santé mentale, d'emploi et de pension. ***Usages compatibles :*** Les renseignements peuvent être utilisés à l'interne aux fins de gestion des programmes et à des fins de recherche, de planification, d'évaluation, de statistiques et de vérification interne. ***Normes de conservation et de destruction :*** Les dossiers sont conservés jusqu'à ce que l'employé ait atteint l'âge de 75 ans ou s'il a plus de 70 ans, cinq ans suivant le dernier examen médical. À la fin de la période de conservation, certains de ces dossiers seront conservés aux Archives nationales du Canada à des fins archivistiques et le reste sera détruit. ***No. APC :*** 577437/638944/607107 ***Enregistrement (SCT) :*** 002745 ***Numéro de fichier :*** SCan PCE 701

Fichiers particuliers

Dossiers des exclusions pour des raisons confidentielles ou de gestion
Description : Les renseignements comprennent la date et le code d'exclusion, le niveau, le groupe, la direction générale et la division. ***Catégorie de personnes :*** Les dossiers de ce fichier touchent à tous les employés du ministère de la Santé nationale et du Bien-être social qui sont exclus de la négociation collective pour des raisons confidentielles ou de gestion. ***But :*** L'objet de ce fichier est d'enregistrer les données sur les employés exclus de la négociation collective. ***Usages compatibles :*** L'usage est compatible avec le but mentionné à la partie 5. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pour une période de 2 ans, après que l'information ait été remplacée ou soit devenue désuète, et sont détruits par la suite. ***No. APC :*** 86-001 ***Enregistrement (SCT) :*** 002900 ***Numéro de fichier :*** SCan PPE 802

Dossiers des plaintes du Ministère (employés)
Description : Les renseignements de ce fichier comprennent les plaintes relatives aux droits de la personne et les plaintes anti-discriminatoires. ***Catégorie de personnes :*** Employés et ex-employés qui enregistrent une plainte à la Commission Droits de la Personne ou à la Commission de la Fonction publique. ***But :*** Les dossiers touchent tous les employés du Ministère qui ont porté plainte officiellement, et sont conservés pour obtenir une résolution, pour préparer une défense ou pour décider quelle action prendre. ***Usages compatibles :*** L'utilisation de ce fichier est compatible avec le but précisé dans la partie 5. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pour une période de deux ans après leur dernier usage à des fins administratives et ils sont détruits. ***No. APC :*** 86-001 ***Enregistrement (SCT) :*** 002748 ***Numéro de fichier :*** SCan PPE 801

Dossiers du Centre de présentation prioritaire et d'autorisation
Description : Ce fichier contient des renseignements personnels de base, des renseignements sur les priorités administratives ou statutaires et les résultats des présentations faites aux directeurs et (ou) aux agents de dotation du Ministère. ***Catégorie de personnes :*** Employés de l'institution et personnes qui ont été mises en disponibilité par l'institution. ***But :*** Ce fichier a été créé conformément aux articles 29, 30 et 37 de la Loi sur l'emploi dans la Fonction publique en vue de fournir des renseignements sur les employés ayant une priorité administrative ou statutaire. Ce fichier existe aussi,

production des employés du ministère et des individus embauchés sous contrat à l'aide d'une série de rapports. Un rapport individuel contenant des renseignements sur les activités d'un employé pour l'année courante à ce jour peut être produit sur demande. L'accès ne sera pas permis sans preuve adéquate d'identification et/ou d'autorité. ***Normes de conservation et de destruction :*** Les enregistrements contenus dans ce fichier doivent être maintenus pour deux ans. ***Enregistrement (SCT) :*** 003544 ***Numéro de fichier :*** RC PPE 811

Système de rapports de congé et de temps supplémentaire – Revenu Canada
Description : Ce fichier a pour but de conserver des données détaillées sur les congés, le temps supplémentaire et le travail d'équipe de tous les employés permanents du Ministère, tout comme sur ceux des employés engagés pour une péri ode déterminée de plus de trois mois dans les bureaux de district et au Bureau principal. ***Catégorie de personnes :*** Employés du ministère ***But :*** Les données conservées dans ce fichier concernent la fréquence des congés, le temps supplémentaire, le travail en équipe et le temps d'attente pour chaque employé, par année financière. Tous les particuliers qui se trouvent dans ce fichier sont tous des employés de Revenu Canada, à l'exception de ceux qui sont engagés pour une période déterminée de moins de six mois . Le fichier est utilisé pour fournir des renseignements aux gestionnaires organiques concernant les employés à l'égard du temps supplémentaire accompli et des congés qui restent. Il sert aussi à accumuler les données pour transmiss ion sur bande par l'intermédiaire d'Approvisionnements et Services Canada afin de satisfaire aux exigences du Conseil du Trésor concernant les rapports du SPEC. Un rapport personnel contenant des renseignements détaillés sur les con gés et le temps supplémentaire est mis à la disposition de chaque employé à date fixe; le rapport peut aussi être obtenu sur demande. Cependant, il n'est accessible que sur présentation d'une preuve d'identité ou d'une autorisation appropriée. ***Normes de conservation et de destruction :*** L'année courant plus deux anx ***Enregistrement (SCT) :*** 003543 ***Numéro de fichier :*** RC PPE 804

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Primes d'encouragement

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Vérification de la fiabilité

Voyages et réinstallations

Santé Canada
Chapitre 89

Fichiers centraux

Dossiers des dispensaires
Description : Ce fichier contient certains des renseignements suivants ou la totalité : traitement d'urgence, rapports de visites de retour au travail, examens, conseil, conseil d'employés perturbés, aiguillage et rapports d'audiogramme. Les personnes demandant l'accès à ces renseignements doivent fournir leur nom au complet, leur date de naissance et où se trouve le dossier demandé. ***Catégorie de personnes :*** Santé des fonctionnaires fédéraux. ***But :*** Le but de ce fichier est de maintenir les dossiers de toutes les consultations des unités de santé y compris les traitements d'urgence, les rapports de visites de retour au travail, de conseil et aiguillage, d'examens et d'aiguillage d'employés perturbés. Les renseignements sont aussi utilisés pour la surveillance de la santé au travail. ***Usages compatibles :*** Les renseignements peuvent être utilisés à l'interne aux fins de gestion des programmes et à des fins de recherche, de planification, d'évaluation, de statistiques et de vérification interne. Ayant rapport à SBS PCE 701. ***Normes de conservation et de destruction :*** Les dossiers sont conservés jusqu'à ce que l'employé ait atteint l'âge de 75 ans ou s'il a plus de 70 ans, cinq ans suivant le

certains types d'équipement. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant deux ans après la remise de l'article. ***No. APC :*** 78-001 ***Enregistrement (SCT) :*** 001764 ***Numéro de fichier :*** RC PPE 806

Innovation et Excellence
Description : La banque renferme des renseignements sur le programme de primes et reconnaissance de Revenu Canada, Innovation et Excellence, mis en oeuvre le 1er avril 1992. Ce programme a été lancé dans le cadre du Régime des primes d'encouragement du gouvernement fédéral. Les renseignements suivant peuvent figurer dans la banque : nom de l'employé; brève description de ses réalisations ou de sa suggestion; groupe, niveau et lieu de travail de l'employé; valeur de la prime. ***Catégorie de personnes :*** Employés du Ministère qui ont participé au Programme de prime à l'initiative ou qui ont été mis en nomination pour une récompense spéciale, une prime pour long service ou une prime du Ministre. ***But :*** Aider à l'administration du programme Innovation et Excellence. ***Usages compatibles :*** La banque n'existe plus au niveau national depuis décembre 1993, quoique qulques bureaux fiscaux s'en servent toujours pour des fins locales. Certains dossiers da la banque sont archivés de l'AC. ***Normes de conservation et de destruction :*** Une fois clos, les dossiers locaux doivent être conservés pendant cinq ans, après quoi ils doivent être détruits; tout dossier qui constitue un précédent doit être transmis à la Section de gestion de l'information du Bur eau principal; les dossiers financiers doivent être conservés pendant cinq ans, après quoi ils doivent être détruits. Les normes relatives au système de primes seront élaborées lorsque la base de données nationale sera implémentée e t que nos représentants à travers le Canada pourront y accéder. ***Enregistrement (SCT) :*** 003212 ***Numéro de fichier :*** RC PPE 810

Méthode de résultats de l'Exercice «in-basket» pour la supervision
Description : Parmi les données contenues dans le fichier, se trouvent les résultats de l'Exercice "in-basket" pour la supervision, la date de l'examen, les renseignements personnels du candidat dont : le nom de famille, le prénom e t l'initiale, le numéro d'assurance sociale ou le code d'identification de dossier personnel, le sexe, la date de naissance, l'adresse, le numéro de téléphone à domicile et au travail, le nombre d'années de service, le niveau d'étud es, membre d'un groupe d'équité en matière d'emploi ainsi que le groupe occupationnel et le niveau. ***Catégorie de personnes :*** Les documents du fichier ne portent que sur les candidats qui ont passé l'Exercice "in-basket" pour la supervision dans un processus de dotation. Pour avoir accès à ces données, il faut fournir une preuve d'identité ou une a utorisation en règle. ***But :*** Ce fichier a été créé pour la section Recherche et développement de la direction des Ressources humaines afin de contrôler la durée de la période d'attente, l'application des résultats d'examen d'un concours à un autre, l' analyse des résultats d'examen et pour recueillir des données à des fins de recherches. ***Normes de conservation et de destruction :*** L'information est conservée indéfiniment parce que les résultats d'examen peuvent être valide indéfiniment. ***Enregistrement (SCT) :*** 003211 ***Numéro de fichier :*** RC PPE 807

Opérations ministérielles et les questions relatives au personnel de Revenu Canada
Description : Ce fichier renferme des données qui traitent des enquêtes sur les accusations de fraude, de détournement de fonds, de corruption ou d'abus de conduite visant des employés du Ministère. L'accès au fichier n'est pas perm is sans preuve d'identité ou sans autorisation appropriée. ***Catégorie de personnes :*** Employés du ministère qui font ou qui ont déjà fait l'objet d'une enquête pour fraude, détournement de fonds, corruption ou d'abus de conduite. ***But :*** Les renseignements sont consignés afin de pouvoir mener des enquêtes sur les accusations de fraude, de détournement de fonds, de corruption ou d'abus de conduite visant des employés du ministère. ***Normes de conservation et de destruction :*** Ces dossiers sont conservés pendant cinq ans. ***Enregistrement (SCT) :*** 002026 ***Numéro de fichier :*** RC PPE 803

Rapports de formation sur le matériel de traitement de texte
Description : Ce fichier est relié à la formation des employés sur des matériels de traitement de texte et contient des exemples du travail accompli durant la formation, les commentaires de l'instructeur, des copies de la lettre des résultats envoyée au surveillant de l'employé, ainsi qu'un sommaire des commandes. L'accès au fichier n'est pas permis sans preuve d'identité ou autorisation appropriée. ***Catégorie de personnes :*** Employés du ministère de Revenu Canada. ***But :*** Le but du fichier est de fournir l'historique de la formation des employés sur le matériel de traitement de texte. ***Normes de conservation et de destruction :*** Ces dossiers sont conservés pendant cinq ans. ***Enregistrement (SCT) :*** 002027 ***Numéro de fichier :*** RC PPE 805

Système de la gestion des activités et coûts ministériels
Description : Les renseignments contenus dans ce fichier sont reliés aux activités hebdomadaires accomplies par chacun des employés ainsi que de l'information sur les données de production de l'employé (en terme de temps et de coût) par activité, organisation/budget opérationel projet/cas, ainsi que des rapports sur la non-conformité et le temps/production non– déclaré. ***Catégorie de personnes :*** Les personnes identifiées dans ce fichier sont tous les employées de Revenu Canada, ainsi que des individus enbauchés d'un service contractuel d'emploi. ***But :*** Ce fichier est de maintenir les données d'utilisation de la production, en terme de temps et coûts, pour tous les employés du ministère, qu'ils soient indéterminés, termes, occasionnels ou embauchés d'un service contractuel d'emploi. Cet fichier fournit aux gestionnaires et aux systèmes de gestion de l'information, des renseignements au sujet des coûts et du temps de

Revenu Canada
Chapitre 88

Fichiers particuliers

Dossiers des rapports de vérification de la classification des employés de Revenu Canada
Description : Ce fichier contient des renseignements concernant toutes les vérifications de classifications complétées. Parmi les données contenues dans ce fichier se trouvent un bilan des entrevues avec les employés dont le poste a fait l'objet d'une vérification, les résultats de la vérification, les mesures correctives recommandées et un résumé de la dernière entrevue avec la direction. L'accès au fichier n'est pas permis sans preuve d'identité ou autorisat ion appropriée. ***Catégorie de personnes :*** Employés du ministère de Revenu Canada ***But :*** Ces renseignements servent à fournir un bilan de toutes les vérifications de classification complétées. ***Usages compatibles :*** Ils servent aussi à fournir à la direction les renseignements requis reliés aux postes qui ont fait l'objet d'une vérification dans les deux années antérieures. ***Normes de conservation et de destruction :*** Les documents du fichier sont conservés pendant deux ans après l'achèvement de la vérification. ***Renvoi au dossier # :*** RC DSG 918 ***Enregistrement (SCT) :*** 002025 ***Numéro de fichier :*** RC PPE 802

Dossiers relatifs aux étudiants du Programme de formation des nouveaux inspecteurs des Douanes (P.F.N.I.D.)
Description : Le fichier comprend les renseignements personnels préparés par l'étudiant, une copie de tous les examens complétés par celui-ci de même que ses résultats. Le dossier peut contenir à l'occasion des notes manuscrites sur le rendement et le comportement de l'étudiant lors de son séjour au Collège. Le titre et les dates du cours doivent être mentionnes aux fins de consultation du dossier. ***Catégorie de personnes :*** Employé(e)s de Douanes et Accise qui participent ou ont participé(e)s au Programme de formation des nouveaux inspecteurs des Douanes. ***But :*** Ce fichier a pour but de tenir à jour l'évolution des étudiants sur ce Programme basé sur le principe de réussite ou échec et sert de référence pour évaluer le rendement des étudiants et faciliter la planification des carr ières ainsi que les affectations futures. ***Normes de conservation et de destruction :*** Deux ans suivant la fin de la période de formation. ***No. APC :*** 86-001 ***Enregistrement (SCT) :*** 000002 ***Numéro de fichier :*** RC PPE 801

Enquêtes internes
Description : Le fichier contient des rapports d'enquête, la correspondance entre les fonctionnaires du Ministère concernant la confirmation ou la réfutation d'allégations relativement aux employés. ***Catégorie de personnes :*** Employés actuels ou anciens de Revenu Canada et des membres du public qui y sont associés. ***But :*** Ce fichier a pour but d'inscrire au registre tous les renseignements concernant la malversation alléguée ou soupçonnée d'un employé et d'autres personnes du public qui y sont associées, en ce qui a trait à toute violation de la législation de Revenu Canada, ou d'autres lois, qui pourrait être nuisible aux intérêts du Ministère. Les renseignements sont utilisés pour déterminer les mesures à prendre, y compris le recouvrement des pertes subies par la Couronne, les mesures disciplinaires contre la personne impliquée ou les poursuites à entreprendre, ainsi que pour appliquer la Loi sur l'administration financière, le Règlement sur le compte de garantie des fonctionnaires et le Règlement sur les conditions d'emploi dans la Fonction publique. ***Usages compatibles :*** Les renseignements que contient ce fichier peuvent être divulgués à la Gendarmerie Royale du Canada, aux organismes d'enquête et d'exécution de la loi prévus par d'autres lois applicables et au Ministère de la Justice. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant cinq ans après la fermeture du dossier. ***No. APC :*** 86-001 ***Enregistrement (SCT) :*** 000004 ***Numéro de fichier :*** RC PPE 813

Exclusions des préposés à la gestion et à des fonctions confidentielles
Description : Ce fichier contient des renseignements sur les critères d'exclusion de poste, le numéro et le titre du poste, l'endroit où se trouve l'organisation, l'unité de négociation, la date d'entrée en vigueur du statut d'exclusion du poste, le nom de l'employé, le numéro d'identification personnel de l'employé, le niveau et le groupe de l'employé, la date d'entrée en vigueur de la cessation des cotisations syndicales. L'information relative à la cessation des cotisations syndicales est jointe au dossier personnel de l'employé. ***Catégorie de personnes :*** Employés de Revenu Canada qui occupent ou qui ont occupé un poste exclu de gestion ou de confiance. ***But :*** Ce fichier a pour but de maintenir une liste complète de tous les postes exclus de gestion ou de confiance au ministère. C'est le seul fichier officiel de ces postes. ***Normes de conservation et de destruction :*** Les renseignements sont retenus jusqu'à ce que le poste perde son statut d'exclusion. ***No. APC :*** 86-001 ***Enregistrement (SCT) :*** 000003 ***Numéro de fichier :*** RC PPE 812

Fiches de prêt personnel
Description : Ce fichier renferme les fiches tenant compte de la distribution d'articles tels que des porte-documents, serviettes, calculatrices, etc., aux employés du Ministère. Les fiches, révisées en 1986, ne contiennent plus le numéro d'assurance sociale. Les anciennes fiches qui contiennent encore le numéro d'assurance sociale seront purgées du système à mesure que les articles sont retournés et les fiches complétées. ***Catégorie de personnes :*** Les renseignements se rapportent aux employés du ministère du Revenu national ***But :*** Ce fichier a pour fonction de maintenir un contrôle sur la localisation de

données sert à fournir de l'information aux conseillers en dotation et aux gestionnaires pour faciliter le placement des employés bénéficiant d'une priorité de dotation. ***Usages compatibles :*** ces registres servent à faciliter le placement des employés. ***Normes de conservation et de destruction :*** les registres sont détruits deux ans après le placement de l'employé. ***Communiquer avec :*** Chef, Réaménagement des effectifs, SSI-DRH. ***Renvoi au dossier # :*** RNCan SSI 765 ***Enregistrement (SCT) :*** 003310 ***Numéro de fichier :*** RNCan PPE 812

Saisie de traitement et d'autres formes de rémunération
Description : ce fichier contient de l'information qui concerne la saisie de traitement et d'autres formes de rémunération, conformément à la Loi sur la saisie– arrêt et la distraction de pensions. Il comprend les avis d'intention de pratiquer une saisie-arrêt, les brefs de saisie-arrêt et d'autres documents connexes. ***Catégorie de personnes :*** les employés du Ministère et les entrepreneurs engagés par le Ministère qui travaillent pour leurs propres comptes et offrent uniquement des services personnels, contre qui on a pratiqué une saisie-arrêt. ***But :*** ce fichier a pour but de fournir de la documentation afin de permettre au bureau de traitement et avantages d'exécuter les avis d'intention de pratiquer une saisie-arrêt. ***Usages compatibles :*** les procédures de saisie de traitement exigent que l'information soit divulguée au greffier de la cour provinciale et au huissier du comté où les procédures ont débutées. En plus, l'information doit être divulguée au Ministère de la Justice en sa capacité d'agent désigné de la Couronne. À Ressources naturelles Canada, un dossier complet est détenu par le conseiller en rémunération et avantages sociaux tandis qu' une copie de tous les renseignements financiers nécessaires est détenue par le Bureau des services financiers. ***Normes de conservation et de destruction :*** les dossiers sont détruits six années financières après le dernier paiement de la saisie-arrêt ou après la dernière consultation à des fins administratives. ***Renvoi au dossier # :*** RNCan SSI 765 ***Enregistrement (SCT) :*** 002313 ***Numéro de fichier :*** RNCan PPE 803

Système de gestion de CANMET.
Description : nom, code d'identification de dossier personnel, emplacement du bureau, numéro de téléphone, nom des directions du Secteur pour lesquelles l'employé(e) a travaillé précédemment, participation à des conférences et voyages à l'étranger de l'employé(e) et biens dont il ou elle a la garde. ***Catégorie de personnes :*** employés du Secteur de la technologie des minéraux et de l'énergie ***But :*** assurer le suivi des voyages au pays et à l'étranger entrepris par les employés du Secteur. Enregistrer les biens comme les ordinateurs et l'équipement dont les employés ont la garde. ***Usages compatibles :*** fournir à la direction du Secteur des rapports sur la participation aux conférences et les voyages des employés du Secteur et identifier sans difficulté l'emplacement des biens du Secteur. Le CIDP de l'employé ne sera pas affiché. L'accès à la base de données sera restreint par l'utilisation de mots de passe. ***Normes de conservation et de destruction :*** deux ans après la dernière utilisation à des fins administratives. ***Communiquer avec :*** Directrice, Informatique, Direction de la politique, de la planification et des services, STME. ***Renvoi au dossier # :*** RNCan DEX 007 ***Enregistrement (SCT) :*** 003370 ***Numéro de fichier :*** RNCan PPE 807

Système du Ministère pour la gestion des installations assistée par ordinateur.
Description : information relative aux locaux occupés par les employés, y compris le nom, le CIDP, la situation, le centre de responsabilité, le niveau, le titre du poste, l'immeuble, le numéro de pièce, le numéro de téléphone. ***Catégorie de personnes :*** employés du Ministère. ***But :*** les données sont utilisées pour gérer le logement et établir des prévisions sur l'utilisation des locaux par catégorie d'employé. ***Usages compatibles :*** toutes les données sur les employés seront obtenues par le téléchargement des données de l'annuaire téléphonique du Ministère ou du système financier du Ministère. ***Normes de conservation et de destruction :*** les normes de conservation et de destruction doivent être approuvées par les Archives nationales du Canada. ***Communiquer avec :*** Directeur, Planification stratégique, politiques et systèmes, SSI-DGBSA. ***Renvoi au dossier # :*** RNCan SSI 790 ***Enregistrement (SCT) :*** 003332 ***Numéro de fichier :*** RNCan PPE 813.

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Primes d'encouragement

Programme d'équité en matière d'emploi

Sécurité et santé au travail

Stationnement

Vérification de la fiabilité

Voyages et réinstallations

de six années financières et seront ensuite éliminés par le système. ***Communiquer avec :*** Directrice, Systèmes financiers et formation, SSI – SFF ***Enregistrement (SCT) :*** SCT 003657 ***Numéro de fichier :*** RNCan PPE 817

Logements de la Couronne
Description : ce fichier contient de l'information relative aux employés qui occupent des logements appartenant à la Couronne dans les régions du Nord éloignées des grands centres. Il comprend les noms, l'occupation, la situation familiale, le nombre d'enfants et la classification et le salaire de l'employé. Il donne également le montant du loyer et les dates d'affectation et de reprise du logement. ***Catégorie de personnes :*** employés du Ministère. ***But :*** les données dans ce fichier servent à administrer la location de ces logements et à récupérer les montants des loyers. ***Usages compatibles :*** relié au ministère des Travaux publics, fichier nº TPC PPU 020. ***Normes de conservation et de destruction :*** les dossiers individuels sont conservés pendant deux ans après que les occupants ont quitté les lieux. ***Communiquer avec :*** Gestionnaire, Services ministériels, SSI-DGBSA. ***No. APC :*** 86-001 ***Renvoi au dossier # :*** RNCan SSI 730 ***Enregistrement (SCT) :*** 000408 ***Numéro de fichier :*** RNCan PPE 802

Module de prévisions salariales
Description : cette banque contient les données relatives au traitement et à l'utilisation des années-personnes par individu. Elle recèle également des renseignements sur la période d'emploi, le numéro du poste, le niveau de groupe et la situation de l'employé. Le code d'identification de dossier personnel (CDIP) est utilisé à des fins administratives. ***Catégorie de personnes :*** ces données touchent les employés du Ministère. ***But :*** cette banque de données sert à prévoir les besoins du Ministère en matière de traitement et à enregistrer l'utilisation faite des années-personnes. Il s'agit en fait d'un outil d'information à l'intention des gestionnaires du Ministère. Les données de cette banque ne sont pas utilisées à des fins administratives dans le contexte de la Loi sur la protection des renseignements personnels. ***Usages compatibles :*** ces registres servent d'appui aux activités de planification et de budgétisation. Les renseignements qu'ils contiennent ne sont pas transmis à des personnes de l'extérieur. ***Normes de conservation et de destruction :*** les registres sont conservés pendant six ans. ***Renvoi au dossier # :*** RNCan SSI 720 ***Enregistrement (SCT) :*** 003119 ***Numéro de fichier :*** RNCan PPE 805

Passeports et Visas
Description : ce fichier est alimenté par le Bureau des passeports, Services ministériels, et est utilisé pour administrer les demandes de passeports et de visas au Ministère. Il contient la demande de passeport, la date de naissance, le sexe, l'état civil et autres renseignements personnels y compris les numéros de passeports spéciaux, les numéros de visas, le compte rendu des visites officielles qui ont eu lieu, etc. Les dossiers contenant des copies sont détenus par les organisations du Ministère d'où proviennent les demandes. ***Catégorie de personnes :*** employés du Ministère, personnel exempté et certains consultants travaillant pour le Ministère qui ont besoin de passeports spéciaux ou diplomatiques ou de visas. ***But :*** l' information est utilisée pour traiter les demandes de passeports et de visas pour le compte des employés, du personnel exempté, des délégations voyageant dans des pays étrangers et de certains consultants se rendant à l'étranger pour le compte du Ministère. ***Usages compatibles :*** l' information peut être divulguée au ministère des Affaires étrangères et du Commerce international et aux ambassades en vue de l'organisation de délégations qui se rendent dans des pays étrangers. ***Normes de conservation et de destruction :*** les dossiers sont conservés pendant cinq ans jusqu'à ce que le passeport expire, puis ils sont détruits. ***Communiquer avec :*** Chef – Direction de la comptabilité, de la politique et des systèmes – SSI/DGF ***Enregistrement (SCT) :*** 003670 ***Numéro de fichier :*** RNCan PPE 816

Programme d'affectations
Description : cette banque contient de l'information personnelle sur les employés inscrits au Programme, sur les affectations offertes, et sur le rendement des employés lors de leur affectation. ***Catégorie de personnes :*** ces données touchent les employés et anciens employés de la Fonction publique qui se sont inscrits au Programme. ***But :*** cette banque de données sert à rassembler et conserver les dossiers d'inscription au Programme et les assortir aux demandes des gestionnaires pour combler leurs postes au moyen du Programme. ***Usages compatibles :*** ces registres servent à assortir les offres d'affectations des gestionnaires aux demandes d'affectations des employés. ***Normes de conservation et de destruction :*** les dossiers sont gardés pour toute la durée d'emploi, plus un an. Après cette période, les renseignements sont transférés aux Archives nationales du Canada et sont gardés jusqu'à ce que l'employé ait atteint l'âge de 70 ans ou jusqu'à deux ans après le décès de l'employé; après quoi, le dossier est détruit, pourvu que deux ans se soient écoulés depuis la dernière utilisation à des fins administratives des renseignements en question. Pour tous les renseignements jugés de nature historique ou qui ont une valeur sur le plan des archives, c'est l'archiviste national du Canada qui décide quels dossiers seront conservés en permanence par les Archives nationales du Canada. ***Communiquer avec :*** Chef, Services de consultation de carrière, SSI-DRH. ***Renvoi au dossier # :*** RNCan SSI 790 ***Enregistrement (SCT) :*** 003309 ***Numéro de fichier :*** RNCan PPE 811

Réaménagement des effectifs
Description : cette banque contient de l'information personnelle sur les employés ayant droit à une priorité de dotation et sur les résultats de leur présentation à des gestionnaires et/ou conseillers en dotation. ***Catégorie de personnes :*** ces données touchent les employés et anciens employés du Ministère qui ont eu droit à une priorité de dotation. ***But :*** cette banque de

(CIDP) ne sera divulgué ni dans la version imprimée de l'annuaire, ni dans le service en ligne. La base de données servira en outre à stocker l'information de base requise pour d'autres systèmes d'administration internes. ***Usages compatibles :*** les données de base requises pour d'autres systèmes d'administration (p. ex. en ce qui touche le stationnement) seront versées dans le fichier de renseignements personnels de façon à éliminer les entrées en double. Des mots de passe et d'autres mesures de sécurité restreindront l'accès aux diverses base de données administratives. ***Normes de conservation et de destruction :*** deux ans après la dernière utilisation administrative. ***Communiquer avec :*** Chef, Services des télécommunications, SSI-DGI. ***Renvoi au dossier # :*** RNCan SSI 770 ***Enregistrement (SCT) :*** 003344 ***Numéro de fichier :*** RNCan PPE 806

Base de données permanentes sur les employés du Ministère.

Description : cette base de données permanentes contient les noms des employés du Ministère, leurs Code d'identification de dossier personnel (CIDP), titres, et adresses et numéros de téléphone au bureau et à la maison. Les données sont entrées par les employés de Rénumération et avantages, Direction générale des services en ressources humaines, au moyen de sources existantes comme les renseignements fournis par les employés au cours des mesures de dotation. ***Catégorie de personnes :*** employés du Ministère ***But :*** La base de données permanentes contient des renseignements de base utilisés pour une diversité de fins administratives. Ce système de données est principalement utilisé par la Direction générale des services en ressources humaines pour les mesures visant à radier de l'effectif (RDE) et à porter à l'effectif (PAE), et pour vérifier les adresses afin de poster les feuillets T4 pour l'impôt sur le revenu. Le CIDP contenu dans la base de données n'est ni affiché ni imprimé ni diffusé pour l'utilisation par des personnes autres que les employés autorisés de la Direction générale des services en ressources humaines. ***Usages compatibles :*** le système est également utilisé pour répondre aux demandes de renseignements provenant du public au sujet du lieu de travail des employés, de leur numéro de téléphone ou de leur durée d'emploi avec le Ministère. Il est utilisé par Télécommunications afin de tenir à jour l'Annuaire du personnel et des services de Ressources naturelles Canada, et par le Bureau des dossiers afin de récupérer des Archives nationales les dossiers des anciens employés lorsque ces derniers sont portés de nouveau à l'effectif. L' accès au système est strictement contrôlé et protégé par un mot de passe au moyen d'un processus de validation au moment de l'accès par un utilisateur. Seules les personnes qui ont un «besoin de savoir» obtiennent accès au système. ***Normes de conservation et de destruction :*** les données sont tenues et mises à jour au besoin de façon continue. Une sauvegarde des données est effectuée périodiquement en cas de défaillance du système. Ce système sera ultérieurement remplacé par le «People Soft / Système de gestion des ressources humaines, dans environ un an.
Communiquer avec : Chef, Système de gestion de l'information en ressources humaines, SSI-DRH ***Renvoi au dossier # :*** RNCan SSI 765 ***Enregistrement (SCT) :*** 003647 ***Numéro de fichier :*** RNCan PPE 815

Demandes d'examen médical des employés

Description : cette banque contient les demandes d'examen médical, la correspondance reliée aux problèmes médicaux de l'employé, les évaluations médicales relativement à la capacité de l'employé de travailler ou aux restrictions devant s'appliquer. ***Catégorie de personnes :*** ces données touchent les employés et anciens employés de la Fonction publique de qui une évaluation médicale a été exigée. ***But :*** Cette banque de données sert à rassembler et conserver les dossiers de demandes d'examen médicaux relativement à la capacité des employés de travailler. ***Usages compatibles :*** ces registres servent à évaluer la capacité de l'employé d'exécuter ses fonctions; évaluer l'à-propos d'accorder certains congés ou bénéfices; vérifier l'état de santé des employés soumis, dans le cadre de leur travail, à certains risques reliés à leur santé. ***Normes de conservation et de destruction :*** Les registres sont détruits deux ans après la dernière utilisation administrative. ***Communiquer avec :*** Chef, Division des relations de travail et de la rémunération, SSI-DRH. ***Renvoi au dossier # :*** RNCan SSI 765 ***Enregistrement (SCT) :*** 003308 ***Numéro de fichier :*** RNCan PPE 810

Fichier maître des détenteurs de cartes de crédit du Ministère

Description : cette base de données électronique renferme, dans le Fichier maître des détenteurs de cartes de crédit du Ministère, des renseignements se rapportant aux employés du Ministère qui ont la garde de cartes de crédit commerciales, p. ex. Mastercard, American Express, etc. Les renseignements concernant les employés du Ministère sont recueillis d'après le numéro de compte de la carte de crédit, le nom du détenteur de la carte et le code d'identification de dossier personnel (CDIP). Le détenteur de carte de crédit enregistre les achats qu'il effectue pour le Ministère dans le Système financier du gouvernement (SFG). Le numéro de compte de la carte de crédit ne peut être utilisé pour entrer des achats puisque cela permettrait l'utilisation non autorisée de la carte ou des comptes. Le nom du détenteur de carte ne peut être utilisé par lui-même en raison de la possibilité de noms en double, qui pourrait mener à l'imputation de dépenses au mauvais numéro de compte. Par conséquent, le système utilise le CIDP, de concert avec le nom de l'employé, afin de vérifier et d'assurer que l'utilisateur accède et impute des dépenses au bon numéro de compte financier. Le CIDP n'est pas affiché, imprimé ou diffusé pour d'autres raisons. ***Catégorie de personnes :*** employés du ministère. ***But :*** assurer que les achats effectués par les employés du Ministère sont imputés au bon numéro de compte de carte de crédit. ***Usages compatibles :*** en cas de fraude, certains renseignements pourraient être demandés par les autorités chargées des enquêtes et divulgués à ces dernières. ***Normes de conservation et de destruction :*** les dossiers sont conservés pour un délai

aux candidats et aux postes pour lesquels ils sont considérés. Les renseignements de ce fichier se rapportent à tous les employés du ministère déclarés excédentaires. Quand un poste doit être comblé au ministère, ce répertoire est vérifié afin d'assurer que les personnes prioritaires reçoivent une première considération pour un redéploiement. L'information de ce fichier peut aussi être utilisée à d'autres fins administratives connexes. Les renseignements contenus dans ce fichier servent aux rapports statistiques soumis aux agences centrales (Commission de la Fonction publique et Secrétariat du Conseil du Trésor) et aux agents de négociations. Les normes de conservation et de destruction de ces documents restent à déterminer. ***Catégorie de personnes :*** ce fichier contient des renseignements concernant la dotation et le redéploiement des priorités au sein du ministère, ainsi que des renseignements reliéx aux candidats et aux postes pour lesquels is sont considérés. ***But :*** ce repertoire est vérifié afin s'assure que les personnes prioritaires reçoivent une première considération pour un rédéploiement. L'information de ce fichier peut aussi être utilisée à d'autres fins administratives connexes. ***Normes de conservation et de destruction :*** à déterminer ***Enregistrement (SCT) :*** 003625 ***Numéro de fichier :*** MPO PPE 802

Responsables de port
Description : ce fichier contient des renseignements sur les responsables de port désignés par le ministre. Chaque responsable de port a un dossier contenant des renseignements tels que le nom, l'adresse, le numéro de téléphone, la formation scolaire, le numéro d'assurance sociale, l'expérience et les références. Il contient des renseignements tels que la date de nomination (et d'annulation) et la rémunération pour services rendus. Remarque: sauf pour 30 années-personnes dans la région du Pacifique, les autres reçoivent une rémunération basée sur le pourcentage des revenus accumulés au port. Les renseignements de ce fichier se rapportent aux responsables de port désignés par le ministre, en vertu de la Loi sur les ports de pêche et de plaisance. Ce fichier a pour but de conserver de l'information actuelle et historique pour des fins administratives. Les responsables de port sont aussi désignés comme agents d'application de la Loi. Ils assurent la gestion, s'occupent des revenus, et voient à l'application de la Loi et des règlements. Les renseignements contenus dans ce fichier servent à des vérifications et à l'occasion à poursuivre en justice des clients qui ont enfreint les directives ou n'ont pas payé le droit d'amarrage ou d'autres services. Les normes de conservation et de destruction des dossiers restent à être déterminées par le service de gestion des documents du ministère et les Archives nationales du Canada. ***Catégorie de personnes :*** responsable de port ***But :*** conserver de l'information actuelle et historique pour des fins administratives. Les responsables de port sont aussi désignés comme agents d'application de la Loi. Ils assurent la gestion, s'occupent des revenus, et voient à l'application de la Loi et des règlements. ***Usages compatibles :*** Les renseignements contenus dans ce fichier servent à des vérifications et à l'occasion à poursuivre en justice des clients qui ont enfreint les directives ou n'ont pas payée le droit d'amarrage ou d'autres services. ***Normes de conservation et de destruction :*** les normes de conservation et de destruction des dossiers restent à être déterminées par le service de gestion des documents du ministère et les Archives nationales du Canada. ***No. APC :*** 85-001 ***Enregistrement (SCT) :*** 000640 ***Numéro de fichier :*** MPO PPE 801

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Griefs

Langues officielles

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Ressources naturelles Canada

Chapitre 87

Fichiers particuliers

Annuaire du personnel et des services.
Description : le fichier renferme des données sur l'organisation et le personnel du Ministère. Il comprend le nom des employés, leur Code d'identification de dossier personnel, l'emplacement de leur bureau, leur numéro de téléphone, l'organisation pour laquelle ils travaillent et les services qu'ils offrent. ***Catégorie de personnes :*** employés du Ministère. ***But :*** l'information sert à produire la copie papier de l'annuaire; dans l'avenir, on offrira aussi un service de consultation en ligne. Le Code d'identification de dossier personnel

Dotation – Groupe de la Direction (I)
Description : ce fichier contient des renseignements concernant la dotation des postes du groupe de la direction au ministère. Il contient des renseignements sur le poste à doter, les candidats et le candidat élu. De plus, il renferme la documentation générale se rattachant à des postes particuliers jusqu'au niveau EX-5 et la documentation spécifique se rattachant au rendement de l'employé à la suite d'un concours. ***Catégorie de personnes :*** les employés aux niveaux EX; personnes de groupes de relève se portant candidats à un concours ou considérées pour un poste. ***But :*** ce fichier a pour but d'établir un dossier des candidats pour les postes aux fins de référence et de vérification, lorsqu'un poste est doté dans la Fonction publique. ***Usages compatibles :*** renseignements utilisés pendant le processus de concours. ***Normes de conservation et de destruction :*** on conserve les dossiers pour une période de trois ans. ***No. APC :*** 85-001 ***Enregistrement (SCT) :*** 000627 ***Numéro de fichier :*** MPO PPE 803

Évaluation et examen du rendement de l'employé
Description : ce fichier contient des renseignements sur le niveau de rendement de chacun des employés en ce qui a trait aux habiletés, aptitudes et réalisations. Le fichier contient des copies des rapports d'évaluation annuels, lesquels comprennent les évaluations de l'employé, des résumés d'examen de rendement, des aptitudes, des caractéristiques et des objectifs de travail, de formation et de perfectionnement. ***Catégorie de personnes :*** tous les employés du groupe de la direction EX ainsi que les employés couverts par le régime de rémunération au mérite et le régime de rémunération fondé sur le rendement (à l'exception des PE). ***But :*** étant donné que les employés sont assujettis par les régimes de rémunération au mérite et de rémunération fondé sur le rendement, les évaluations du rendement doivent être retenues, car elles sont un élément important dans la détermination des taux annuels de rémunération. Il faut respecter le contingent établi pour la cote de rendement et des données statistiques doivent être produites. Il faut donc que les évaluations du rendement soient facilement accessibles. ***Usages compatibles :*** déterminer le salaire annuel; déterminer les besoins en matière de formation et de perfectionnement. ***Normes de conservation et de destruction :*** les dossiers sont détruits lorsque les employés terminent leur emploi avec le ministère. ***No. APC :*** 85-001 ***Enregistrement (SCT) :*** 000635 ***Numéro de fichier :*** MPO PPE 807

Formation et perfectionnement
Description : ce fichier contient des données personnelles et notamment des demandes de formation; le code d'identification personnelle (CIP); un registre de paiements des coûts et la correspondance reliée à la participation d'employés à des activités de formation, offerts par des organismes gouvernementaux et à l'extérieur; un registre de la formation que le ministère donne sous forme de cours maison (données sur les employés qui ont assisté au cours ainsi que leur CIP); l'information requise pour la production de rapports aux organismes centraux, notamment les formules (coût de formation et rapports des ressources humaines en formation) détaillant les ressources (financières et humaines) utilisées en ce qui a trait à la formation; un registre individuel sur les employés qui sont en congé d'étude prolongé, CAP et autres programmes spéciaux de perfectionnement, dont les curriculum vitae, les examens du rendement, les accords de retour pour service rendu, et les formules portant l'approbation de la direction; des formules d'autorisation d'activités de formation; des participants au programme CAP; des participants aux programmes d'échange, des participants au programme des congés d'études; des participants aux congés de perfectionnement. ***Catégorie de personnes :*** les employés du ministère des Pêches et des Océans et les autres fonctionnaires qui ont assisté ou qui ont travaillé en tant qu'instructeurs à des cours donnés par le ministère des Pêches et des Océans. ***But :*** ce fichier sert à fournir la documentation pour l'administration de programmes sur la formation et le perfectionnement des employés du ministère des Pêches et des Océans; servir le point de contact avec les organismes centraux pour le système de données sur la formation et pour les programmes de perfectionnement; préparer des dossiers soumis à l'approbation du comité des ressources humaines. ***Usages compatibles :*** enregistrer les employés à des cours; tenir un registre des cours suivis; faciliter le suivi concernant le paiement; fournir au Conseil du Trésor toute information reliée aux activités de formation; fournir au service de gestion toute information concernant la formation suivie par un employé et les activités du programme de formation. ***Normes de conservation et de destruction :*** les formules sont conservées jusqu'à la fin de l'année et par la suite, elles sont envoyées au registre. ***No. APC :*** 85-001 ***Enregistrement (SCT) :*** 000630 ***Numéro de fichier :*** MPO PPE 806

Présences et congés
Description : ce fichier contient tous les renseignements concernant les demandes de congé et les rapports de présence approuvés et des notes sur les certificats de médecin qui justifient les absences. ***Catégorie de personnes :*** les renseignements touchent les employés du ministère. ***But :*** ce fichier sert à obtenir des renseignements pour l'administration des congés et des présences des employés. ***Usages compatibles :*** vérification des absences en rapport aux congés disponibles; des salaires versés par rapport aux relevés de présence; enregistrement des congés sur les formules de rapport annuel des congés; évaluation de l'utilisation des congés et les taux d'absentéisme. ***Normes de conservation et de destruction :*** le fichier est détruit un an après la fin de l'année financière. ***No. APC :*** 85-001 ***Enregistrement (SCT) :*** 000628 ***Numéro de fichier :*** MPO PPE 805

Régime national de liaison et d'autorisation en matière de priorités
Description : ce fichier contient des renseignements concernant la dotation et le redéploiement des priorités au sein du ministère, ainsi que des renseignements reliés

095 ***Enregistrement (SCT) :*** 002165 ***Numéro de fichier :*** PC PPE 803

Gestion de carrière
Description : Ce fichier contient des renseignements personnels sur les employés, notamment sur leur profil de carrière, leur curriculum vitae, leur évaluation de rendement ainsi que toute documentation reliée à leur plan de carrière, formation, leur affectation ou nomination. Tous ces renseignements ont été recueillis en fonction d'un questionnaire, des entrevues, ou compilés à partir de leurs dossiers ou des systèmes de données automatisés. ***Catégorie de personnes :*** Employés du Ministère. ***But :*** Ce fichier a pour but d'emmagasiner les renseignements nécessaires à l'administration du programme de gestion de carrière. Il vise à assurer la rentabilisation des ressources humaines et à accroître la productivité et la satisfaction des employés au travail. ***Usages compatibles :*** Les renseignements recueillis sont utilisés afin d'apporter de l'objectivité dans la sélection des employés participants au programme de gestion de carrière. Les renseignements servent aussi à déterminer l'agencement entre le profil des employés et le profil de l'environnement des postes. ***Normes de conservation et de destruction :*** Les dossiers sont détruits deux ans après que l'employé ait quitté le Ministère. Dans les cas où l'employé demeure au Ministère, le fichier est conservé. ***No. APC :*** 86-001 ***Enregistrement (SCT) :*** 002074 ***Numéro de fichier :*** PC PPE 801

Réaménagement des effectifs
Description : Ce fichier contient des renseignements personnels sur les individus soumis au réaménagement des effectifs. Ces renseignements consistent en questionnaires, rapports d'entrevues, rapport d'évaluation d'individus et/ou de situations, de correspondance pertinente, de curriculum vitae, etc. ***Catégorie de personnes :*** Employés indéterminés du ministère. ***But :*** Ce fichier sert à emmagasiner des renseignements devant faciliter l'évaluation des candidats en fonction du redéploiement des personnes prioritaires du ministère. ***Usages compatibles :*** Les renseignements contenus dans le fichier servent à nourrir un système manuel ou automatisé d'information nécessaire pour la gestion des priorités ministérielles. Certains renseignements sont fournis aux agences centrales. ***Normes de conservation et de destruction :*** À définir. ***Enregistrement (SCT) :*** 003383 ***Numéro de fichier :*** PC PPE 806

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Pêches et Océans Canada

Chapitre 86

Fichiers particuliers

Dossiers de dotation (II)
Description : ce fichier contient de la documentation générale se rattachant à des postes particuliers et de la documentation spécifique se rattachant au rendement de l'employé à la suite d'un concours. Il contient la documentation suivante: formulaire de demande, curriculum vitae, appréciation, évaluation, consentement à devenir bilingue, conflit d'intérêts, formulaire de consentement à un rapport d'évaluation, liste d'admissibilité. ***Catégorie de personnes :*** candidats à un concours ou personnes considérées pour un poste. ***But :*** ce fichier sert à l'évaluation des candidats pour les postes à remplir. ***Usages compatibles :*** les renseignements sont utilisées pendant le processus de concours et de nominations à partir de la liste d'admissibilité une fois qu'elle est établie. Ils servent aussi parfois à l'occasion d'une audience d'appel ou pendant une enquête. ***Normes de conservation et de destruction :*** les dossiers sont conservés pendant trois ans dans le ministère. ***No. APC :*** 85-001 ***Enregistrement (SCT) :*** 001742 ***Numéro de fichier :*** MPO PPE 804

Office national du film
Chapitre 84

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Autorisations sécuritaires

Dossier personnel d'un employé

Griefs

Présences et congés

Sécurité et santé au travail

Voyages et réinstallations

Patrimoine canadien
Chapitre 85

Fichiers particuliers

Comptes fournisseurs/Comptes des employés
Description : Ce fichier renferme les autorisations, les avances, les factures des fournisseurs, les préparatifs de voyage, les itinéraires et la correspondance concernant les déplacements, les réinstallations ou les affectations à l'étranger des employés, les rapports de dépenses, les reçus, de la correspondance et d'autres pièces justificatives visant le remboursement de dépenses et de frais, le règlement des réclamations, d'autres paiements et les demandes de chèque. Des documents sur les opérations se trouvent aussi dans le fichier automatisé Comptes fournisseurs. Les personnes qui désirent avoir accès à ce fichier doivent préciser s'ils sont des employés, des entrepreneurs ou des réclamants et fournir des détails sur les paiements (endroit, nature et dates). ***Catégorie de personnes :*** Les employés de l'institution qui réclament des frais de déplacement et de logement, des frais de réinstallation, des frais d'inscription à des cours, d'indemnité de poste isolé et des cotisations à des associations, des primes et des montants à titre gracieux et d'autres frais divers qui sont accordés aux employés; les fournisseurs de biens et de services et les personnes sous contrat au Ministère. ***But :*** Ce fichier porte sur le paiement, par le service des comptes fournisseurs et des comptes des employés, des dépenses qui ne relèvent pas de la liste de paie, conformément aux autorisations reçues. ***Usages compatibles :*** Les dossiers servent à justifier le paiement des factures des fournisseurs, des dépenses, frais et réclamations et autres déboursés susmentionnés et à émettre les chèques nécessaires, à des fins de planification, de budgétisation et de vérification ainsi qu'à fournir, sur demande, au Secrétariat du Conseil du Trésor, les rapports concernant les voyages internationaux, les vols en première classe et en classe d'affaires, les frais reliés à la garde des enfants, voyages prolongés et les réinstallations à court terme et l'utilisation de véhicule particuliers. Des renseignements sommaires sont fournis à Approvisionnements et Services Canada à des fins de l'émission des chèques. ***Normes de conservation et de destruction :*** Les documents sont conservés pendant une période de six ans après l'exercice au cours duquel il y a eu règlement des frais. ***No. APC :*** 86-001 ***Renvoi au dossier # :*** CH AOR 095 ***Enregistrement (SCT) :*** 002162 ***Numéro de fichier :*** PC PPE 804

Dossiers sur les enquêtes des services de sécurité
Description : Ce fichier contient des renseignements personnels sur les individus impliqués dans des incidents criminels ou divers, ou qui sont coupables d'infractions à la sécurité, et sur lesquels les Services de sécurité ont fait enquête. Le fichier est constitué de rapports d'enquêtes et de fréquence, de déclarations écrites, de pièces documentaires et d'autres pièces de correspondance. Les personnes sont identifiées par la date de naissance, le nom et les initiales. Le rapport dans lequel les personnes sont nommées est identifié par le numéro de référence du dossier, le type d'incident ou d'infraction et la date où il s'est produit. Les renseignements contenus dans ce fichier sont sur support papier ou informatique. ***Catégorie de personnes :*** Employés du Ministère et entrepreneurs traitant avec le Ministère. ***But :*** Ce fichier a pour objet la tenue de renseignements sur les infractions à la sécurité visant à évaluer les tendances en matière d'activités criminelles, la sensibilisation face à la sécurité et l'application des mesures à cet égard ainsi qu'à déterminer la nécessité et la nature des mesures disciplinaires le cas échéant. ***Usages compatibles :*** Les autorités du Ministère utilisent ces renseignements pour appuyer les décisions en matière de mesures disciplinaires, d'évaluation de sécurité et de fiabilité, d'action criminelle, d'enquête, de lutte contre le crime ainsi qu'à des fins de planification, d'évaluation et de statistiques. ***Normes de conservation et de destruction :*** Les renseignements contenus dans ce fichier sont conservés pendant deux ans suivant le départ de l'employé, et pendant cinq ans pour les personnes qui ne sont pas des employés du Ministère. Ils sont ensuite détruits. ***Renvoi au dossier # :*** CH AOR

Office des eaux du Territoire du Yukon

Chapitre 81

NOTE : Les renseignements sur les employés de l'Office des eaux du Territoire du Yukon sont détenus par le ministère des Affaires Indiennes et du Nord Canada.

Office national de l'énergie

Chapitre 82

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Langues officielles

Mesures disciplinaires

Présences et congés

Primes d'encouragement

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Office national des transports du Canada

Chapitre 83

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Garderie en milieu de travail

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Primes d'encouragement

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Vérification de la fiabilité

Voyages et réinstallations

Office canadien du poisson salé
Chapitre 78

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés
Autorisations sécuritaires
Cartes d'identification et laissez-passer
Code régissant les conflits d'intérêts et l'après-mandat
Dossier personnel d'un employé
Dotation
Évaluation du rendement
Formation et perfectionnement
Griefs
Harcèlement
Langues officielles
Les accidents d'automobile, de bateau, d'embarcation et d'avion
Mesures disciplinaires
Présences et congés
Primes d'encouragement
Programme d'équité en matière d'emploi
Rémunération et avantages
Sécurité et santé au travail
Stationnement
Voyages et réinstallations

Office de commercialisation du poisson d'eau douce
Chapitre 79

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés
Autorisations sécuritaires
Cartes d'identification et laissez-passer
Code régissant les conflits d'intérêts et l'après-mandat
Dossier personnel d'un employé
Dotation
Évaluation du rendement
Formation et perfectionnement
Griefs
Harcèlement
Langues officielles
Les accidents d'automobile, de bateau, d'embarcation et d'avion
Mesures disciplinaires
Présences et congés
Primes d'encouragement
Programme d'équité en matière d'emploi
Rémunération et avantages
Sécurité et santé au travail
Stationnement
Voyages et réinstallations

Office des eaux des Territoires du Nord-Ouest
Chapitre 80

NOTE : Les renseignements sur les employés de l'Office des eaux des Territoires du Nord-Ouest sont détenus par le ministère des Affaires Indiennes et du Nord Canada.

Musée national des sciences et de la technologie
Chapitre 76

Fichiers particuliers

Vérification de la fiabilité
Description : Ce fichier contient des renseignements qu'ont rassemblés des institutions fédérales lorsqu'elles ont procédé, conformément à la politique du gouvernement du Canada sur la sécurité, à des vérifications de la fiabilité de personnes travaillant ou demandant à travailler dans leurs services en vertu d'une nomination, d'une affectation ou d'un contrat. Le fichier renferme des données sur les études, les qualités professionnelles, les antécédent professionnels, les casiers judiciaires et, les cas échéant, la solvabilité des personnes ainsi que d'autres renseignements personnels. ***Catégorie de personnes :*** Les personnes travaillant ou demandant à travailler au gouvernement fédéral en vertu d'une nomination, d'une affectation ou d'un contrat. ***But :*** Confirmer l'identité des gens et déterminer s'ils sont dignes de confiance pour exécuter leurs tâches avec fiabilité et honnêteté. ***Usages compatibles :*** Étayer les décisions se rapportant à des mutations, à des promotions, à des mesures disciplinaires et à la cessation d'emploi. ***Normes de conservation et de destruction :*** Les renseignements contenus dans ce fichier sont détruits deux ans après le départ de l'employé qui a fait l'objet de la vérification. ***No. APC :*** 86-001 ***Enregistrement (SCT) :*** 002862 ***Numéro de fichier :*** MST PPE 801

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Primes d'encouragement

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Voyages et réinstallations

Office Canada-Terre-Neuve des hydrocarbures extracôtiers
Chapitre 77

Fichiers particuliers

Dossiers personnels des employés
Description : Ce fichier relève de la Section des ressources humaines. Il contient les dossiers sommaires d'emploi du personnel au sein de l'Office, notamment les attestations de nomination, les évaluations de rendement, les relevés de présence, d'absence et d'heures supplémentaires, les lettres de recommandation, les curriculum vitae, des renseignements sur les cours de formation et de perfectionnement suivis, sur les demandes de remboursement des services médicaux et dentaires assurés, et sur la retraite, ainsi que tout autre document relatif au personnel ou à l'organisation. Le fichier contient les dossiers de tous les employés de l'Office. Ceux des anciens employés sont versés dans un fichier inactif lors de la cessation d'emploi. Les employés actuels et anciens peuvent consulter leur dossier en faisant la demande à la Section des ressources humaines. ***Catégorie de personnes :*** Employés de l'Office. ***But :*** Ce fichier a pour but de fournir un dossier sommaire d'emploi au sein de l'Office Canada-Terre-Neuve des hydrocarbures extracôtiers pour chaque membre du personnel. ***Normes de conservation et de destruction :*** Les dossiers des employés antérieurs sont versés à un fichier inactif lors de la cessation d'emploi. Ils sont détruits lorsque l'intéressé atteint 70 ans, ou deux ans après sa mort, à la condition que deux ans se soient écoulés depuis la dernière mesure administrative concernant le dossier en question. ***Enregistrement (SCT) :*** 002309 ***Numéro de fichier :*** CTN PPE 801

Musée canadien des civilisations
Chapitre 74

Fichiers particuliers

Les accidents d'automobile
Description : ce fichier contient des rapports sur les accidents; des réclamations pour les dommages subis; des décisions du tribunal; des règlements de transactions et la correspondance concernant les accidents survenus à des véhicules loués ou appartenant à l'État ainsi qu'à des véhicules privés utilisés à des fins professionnelles. ***Catégorie de personnes :*** ce fichier se rattache aux personnes à l'emploi de la SMCC. ***But :*** déterminer à la fois la responsabilité dans les accidents survenus et autoriser les réparations. ***Normes de conservation et de destruction :*** les dossiers sont conservés pour une période de deux ans après la réclamation et le règlement de la transaction pour chaque cas en particulier, puis ils sont détruits. ***No. APC :*** 86-001 ***Enregistrement (SCT) :*** 000380 ***Numéro de fichier :*** MCI PPE 801

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Autorisations sécuritaires
Cartes d'identification et laissez-passer
Code régissant les conflits d'intérêts et l'après-mandat
Dossier personnel d'un employé
Dotation
Évaluation du rendement
Formation et perfectionnement
Griefs
Harcèlement
Langues officielles
Mesures disciplinaires
Présences et congés
Primes d'encouragement
Programme d'équité en matière d'emploi
Rémunération et avantages
Sécurité et santé au travail
Stationnement
Voyages et réinstallations

Musée des beaux-arts du Canada
Chapitre 75

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Autorisations sécuritaires
Cartes d'identification et laissez-passer
Code régissant les conflits d'intérêts et l'après-mandat
Dossier personnel d'un employé
Dotation
Évaluation du rendement
Formation et perfectionnement
Griefs
Harcèlement
Langues officielles
Mesures disciplinaires
Présences et congés
Primes d'encouragement
Programme d'équité en matière d'emploi
Rémunération et avantages
Sécurité et santé au travail
Stationnement
Voyages et réinstallations

consigner les congés autorisés et les jours de présence; à étayer les décisions relatives à la rémunération et aux avantages, notamment en ce qui a trait aux congés et à la fin de l'emploi; et à déterminer quelle est l'utilisation des congés et le taux d'absentéisme. ***Normes de conservation et de destruction :*** Les dossiers sont détruits deux ans après la fin de l'exercice financier. ***Enregistrement (SCT) :*** 002266 ***Numéro de fichier :*** MRO PPE 805

Programme d'équité en matière d'emploi
Description : Ce fichier contient des renseignements personnels sur les employés, notamment sur leurs études; leurs antécédents professionnels et leurs projets de carrière; leur formation et leur perfectionnement; tous ces renseignements ont été recueillis en fonction des questionnaires ou des entrevues, ou compilés à partir de leurs dossiers ou des systèmes de données automatisés. Les répondants doivent indiquer leur sexe, s'ils sont autochtones, s'ils souffrent d'une invalidité physique permanente ou continue ou s'ils font partie d'un groupe minoritaire. ***Catégorie de personnes :*** Les renseignements dans ce fichier se rapportent aux employés de la MRC. ***But :*** Ce fichier contient toute la documentation nécessaire à la mise en oeuvre de la politique sur l'équité en matière d'emploi de la Monnaie. C'est grâce à ces renseignements qu'il est possible d'avoir toutes les données au sujet des employés, présentées selon leur sexe et leur groupe cible (femmes, autochtones et personnes souffrant d'un handicap physique ou mental et, dans certains cas, minorités raciales). ***Usages compatibles :*** Ces renseignements sont utilisés afin de réaliser un profil personnel des employés et decomparer la situation des membres des groupes cibles avec celles des autres groupes au sein des ministères et organismes fédéraux et avec leurs homologues sur le marché du travail. Les renseignements recueillis sont utilisés dans le cadre des programmes d'équité en matière d'emploi du gouvernement, afin de déterminer s'il y a discrimination systémique dans l'embauche, de l'éliminer s'il y a lieu et d'introduire des mesures temporaires spéciales qui permettront aux groupes cibles d'être admis et d'être représentés d'une manière équitable au sein de la Monnaie. Les renseignements peuvent également être utilisés dans le cadre de l'élaboration des politiques ou à des fins de planification en relation avec l'équité en matière d'emploi. ***Normes de conservation et de destruction :*** Les critères de destruction pour les documents contenus dans ce fichier n'ont pas encore été établis. ***Enregistrement (SCT) :*** 003361 ***Numéro de fichier :*** MRO PPE 803

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion
Aide aux employés
Autorisations sécuritaires
Cartes d'identification et laissez-passer
Dossier personnel d'un employé
Formation et perfectionnement
Harcèlement
Rémunération et avantages
Sécurité et santé au travail
Stationnement
Voyages et réinstallations

Musée canadien de la nature

Chapitre 73

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion
Autorisations sécuritaires
Cartes d'identification et laissez-passer
Code régissant les conflits d'intérêts et l'après-mandat
Dossier personnel d'un employé
Dotation
Évaluation du rendement
Formation et perfectionnement
Griefs
Harcèlement
Langues officielles
Mesures disciplinaires
Présences et congés
Rémunération et avantages
Sécurité et santé au travail
Stationnement
Vérification de la fiabilité
Voyages et réinstallations

période de deux ans suivant la conclusion de l'action de dotation. ***Enregistrement (SCT) :*** 002265 ***Numéro de fichier :*** MRO PPE 804

Évaluation du rendement
Description : Ce fichier contient des évaluations, des rapports et de la correspondance concernant le rendement de l'employé au travail (habiletés, aptitudes, réalisations et intérêts). ***Catégorie de personnes :*** Employés de la MRC. ***But :*** Ce fichier contient des renseignements concernant le niveau de rendement de chacun des employés de la MRC. Il vise à déterminer le rendement de chacun des employés, notamment en ce qui a trait à la nécessité de donner des cours de formation et de perfectionnement, aux approbations de la rémunération au rendement, aux augmentations annuelles, au maintien en fonction et au congédiement. ***Usages compatibles :*** Le fichier sert aussi à étayer les décisions ayant trait aux promotions, aux mutations, aux rétrogradations, à l'aide aux employés, aux mesures disciplinaires et à la fin de l'emploi. ***Normes de conservation et de destruction :*** Les dossiers doivent être conservés pendant une période de trois ans pour tous les employés. ***Enregistrement (SCT) :*** 002270 ***Numéro de fichier :*** MRO PPE 809

Griefs
Description : Ce fichier contient les griefs présentés par les employés et par les représentants des unités de négociation; les accusés de réception et les réponses de la direction; les témoignages; les opinions juridiques; les rapports d'enquête et d'analyse; les descriptions de poste nécessaires lors de griefs sur la classification et toute la correspondance échangée au sujet des griefs. ***Catégorie de personnes :*** Employés de la MRC. ***But :*** Ce fichier a pour but de consigner les renseignements utilisés à tous les paliers de règlement des griefs. ***Usages compatibles :*** Les renseignements contenus dans ce fichier sont utilisés exclusivement pour consigner et, le cas échéant, aider à résoudre les griefs à tous les paliers de la procédure. ***Normes de conservation et de destruction :*** Les dossiers sont détruits après une période de trois ans suivant la date de règlement du grief. ***Enregistrement (SCT) :*** 002268 ***Numéro de fichier :*** MRO PPE 807

Langues officielles
Description : Ce fichier contient les inscriptions aux cours et des renseignements relatifs aux présences; des demandes de formation linguistique comprenant des données personnelles de base utilisées à des fins d'identification, comme la principale langue officielle de l'employé, sa date de naissance et son numéro d'assurance sociale; les résultats des examens de connaissance linguistique; les certificats de formation et la correspondance concernant les qualifications de l'employé en matière de langues officielles. Les examens linguistiques, les dossiers concernant la formation et les exemptions sont joints au dossier personnel de l'employé. ***Catégorie de personnes :*** Employés de la MRC. ***But :*** Ce fichier a pour but de fournir de la documentation nécessaire à l'administration des politiques en matière de langues officielles relatives aux employés de la Fonction publique et des sociétés d'État. Il vise à justifier et à étayer les décisions touchant les qualifications en matière de langues officielles et les épreuves linguistiques, ainsi qu'à justifier le besoin en formation linguistique et à confirmer les réalisations des employés. ***Usages compatibles :*** Le fichier sert aussi à étayer et à justifier les décisions concernant chaque employé, en matière de dotation, de mutations et de promotions. Il permet également de vérifier le statut linguistique de l'employé et de vérifier l'administration des programmes relatifs aux langues officielles. ***Normes de conservation et de destruction :*** Les dossiers sont détruits deux ans après la date de la dernière justification. ***Enregistrement (SCT) :*** 002267 ***Numéro de fichier :*** MRO PPE 806

Mesures disciplinaires
Description : Ce fichier contient des avis de mesures disciplinaires et la correspondance échangée au sujet de l'inconduite d'un employé, les témoignages, les opinions juridiques, les enquêtes se rapportant à des cas d'inconduite possible et le rapport d'analyse qui résulte de ces enquêtes. Les avis de mesures disciplinaires peuvent être joints au dossier personnel de l'employé. ***Catégorie de personnes :*** Employés de la MRC. ***But :*** Ce fichier contient des renseignements utilisés lors de mesures disciplinaires prises à la MRC. Il sert également à déterminer s'il y a lieu de prendre des mesures disciplinaires et, dans ce cas, à déterminer la nature de ces mesures. ***Usages compatibles :*** Le fichier sert également à étayer les décisions relatives à la rémunération et aux avantages; aux présences et aux congés; aux mutations; aux rétrogradations et à la fin de l'emploi. ***Normes de conservation et de destruction :*** En ce qui a trait aux avis relatifs aux mesures disciplinaires, y compris les avis qui ont été joints au dossier personnel de l'employé, le délai de conservation est celui qui est mentionné dans les conventions collectives pertinentes. Lorsqu'il n'y a pas de convention, les dossiers sont conservés pendant une période de deux ans suivant la date à laquelle la mesure disciplinaire a été prise, pourvu qu'aucune autre mesure n'ait été prise depuis. Lorsque les mesures disciplinaires ont été annulées, c'est l'organisme ou le ministère qui doit voir à ce que l'on détruise immédiatement toute la documentation connexe à la mesure en cause. ***Enregistrement (SCT) :*** 002269 ***Numéro de fichier :*** MRO PPE 808

Présences et congés
Description : Ce fichier contient des rapports sur les absences et les demandes de congé des individus. Le dossier annuel portant sur les congés et les présences est joint au dossier personnel d'un employé. Certains renseignements r elatifs aux congés et aux présences sont présentés sous forme de modules automatisés enregistrés dans des bases de données sur le personnel (système présence/temps, congés et absences). ***Catégorie de personnes :*** Employés de la MRC. ***But :*** Ce fichier a pour but d'étayer l'administration des congés et des présences des employés au sein de la MRC. ***Usages compatibles :*** Le fichier sert également à

Dotation
Évaluation du rendement
Formation et perfectionnement
Griefs
Harcèlement
Langues officielles
Mesures disciplinaires
Présences et congés
Programme d'équité en matière d'emploi
Rémunération et avantages
Sécurité et santé au travail
Stationnement
Vérification de la fiabilité
Voyages et réinstallations

Monnaie royale canadienne

Chapitre 72

Fichiers particuliers

Compte rendu du temps de la main-d'oeuvre – fichier principal informatisé des employés
Description : Les renseignements contenus dans ce fichier comprennent le numéro de l'employé, son nom, son numéro d'assurance sociale, le titre du poste, la date de naissance, la date du début de l'emploi, la date de cessation de l'emploi, le lieu de travail, la langue parlée ainsi que les jours travaillés accumulés, les jours de vacances et les congés de maladie. ***Catégorie de personnes :*** Employés de la MRC. ***But :*** Ce fichier a pour but de mettre à jour les coûts de la main-d'oeuvre applicables à l'établissement du prix de revient des produits et aux renseignements sur le personnel qui s'y rattachent, en plus d'en faire le compte rendu. ***Usages compatibles :*** Ces renseignements servent à fournir les données sur la rémunération brute engagée par les centres de coût s productifs ainsi que les mouvements concernant les dépenses brutes de la main-d'oeuvre. Il servent aussi à produire certaines données relatives à la paye pour le système de paye de la Banque royale et à maintenir des données permanentes sur les employés. Ce fichier contient des données sur environ 800 particuliers et peut être consulté à l'aide du numéro ou du nom de l'employé. ***Normes de conservation et de destruction :*** Les renseignements sont conservés pendant deux ans. La date de cessation de l'utilisation de ce fichier est indéterminée. ***Enregistrement (SCT) :*** 003362 ***Numéro de fichier :*** MRO PPE 801

Conflits d'intérêt
Description : Ce fichier contient des divulgations volontaires faites par les employés concernant des situations de conflit d'intérêt, des rapports d'enquête, ainsi que la correspondance concernant les conflits d'intérêt apparents, potentiels et réels entre les fonctions officielles des employés et leurs intérêts privés ou les valeurs immobilières qu'ils possèdent. De plus, le fichier renferme des renseignements relatifs à des situations d'après-mandat qui vont à l'encontre de l'intérêt de la Monnaie ou du public. ***Catégorie de personnes :*** Ces renseignements se rapportent aux employés de la Monnaie. ***But :*** Ce fichier contient des renseignements concernant des situations de conflit d'intérêt apparent, potentiel ou réel pour les employés de la Monnaie. ***Usages compatibles :*** Il sert à consigner les conflits d'intérêt apparents ou potentiels et les questions d'après-mandat ainsi qu'à résoudre les situations réelles de conflit. ***Normes de conservation et de destruction :*** Les dossiers sont détruits deux ans après que la situation reliée à un conflit d'intérêt apparent ou potentiel est réglée ou que l'on a résolu le cas où il y avai t effectivement conflit. ***Enregistrement (SCT) :*** 003360 ***Numéro de fichier :*** MRO PPE 802

Dotation
Description : Ce fichier contient des demandes de dotation; des descriptions de postes; des échelles de salaire; des profils de sélection; des affiches de concours; des demandes de mutation; des listes de mises à pied; des imprimés d'ordinateur relatifs au répertoire des ressources humaines; des demandes d'emploi; des listes de candidats; des documents portant sur des griefs en matière de dotation; des évaluations du jury de sélection, y compris les notes d'év aluation du comité de dotation en personnel, des documents relatifs à des examens et à leurs résultats; des listes d'admissibilité; des offres d'emploi; des avis destinés aux candidats; la correspondance relative à la dotation. Ce fichier rassemble une grande variété de renseignements personnels notamment sur l'âge, le sexe, les niveaux d'études et le numéro d'assurance sociale. (N.B. On peut également trouver des avis relatifs à des décisions de dotation dans le dossier personnel d'un employé). ***Catégorie de personnes :*** Les employés de la Monnaie et les membres du grand public qui présentent une demande de candidature. ***But :*** Ce fichier contient des renseignements qui peuvent être utilisés pour la dotation de postes au sein de la Monnaie. ***Usages compatibles :*** Le fichier sert aussi à la sélection à la dotation et à l'établissement de répertoires de candidats aux fins de consultation ultérieure. Ces renseignements sont également utilisés dans le cadre des procédures de griefs portant sur les nominations et les promotions. Une demande d'accès à ce fichier doit être accompagnée, s'il y a lieu, d'un numéro de concours. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant une

de pensions. ***Normes de conservation et de destruction :*** les dossiers sont conservés pendant une période de 21 ans. ***Enregistrement (SCT) :*** 003511 ***Numéro de fichier :*** JUS PPE 804

Harcèlement
Description : Ce fichier contient la correspondance concernant les plaintes et incidents reliés au harcèlement; les entrevues réalisées avec les plaignants et avec la personne qui a été supposément accusée de harcèlement; les entrevues avec les témoins des incidents; les sommations aux enquêtes faites par la direction; et les analyses des situations et les dossiers touchant les décisions prises au sujet d'incidents donnés. Ces renseignements doivent constituer un dossier distinct et ne pas être placés dans le dossier personnel d'un plaignant. Lorsque, à la suite d'une enquête, on considère qu'il est nécessaire de prendre une mesure disciplinaire, les renseignements doivent être transférés dans le fichier se rapportant aux mesures disciplinaires. ***Catégorie de personnes :*** Employés du ministère. ***But :*** Ce fichier a pour but d'emmagasiner les renseignements permettant de traiter les plaintes de harcèlement à l'endroit de la personne, de harcèlement sexuel, d'abus de pouvoir et de harcèlement en milieu de travail, d'établir s'il y a vraiment un cas de harcèlement (harcèlement à l'endroit de la personne, harcèlement sexuel, abus de pouvoir et-ou harcèlement en milieu de travail) et, dans l'affirmative, de déterminer les mesures qui s'imposent, y compris les mesures disciplinaires, pour mettre fin à la situation. ***Usages compatibles :*** Étayer les décisions portant sur les mutations et les mesures disciplinaires. ***Normes de conservation et de destruction :*** Les dossiers sont détruits deux ans après la dernière mesure administrative prise au sujet d'un cas donné. ***Enregistrement (SCT) :*** 003499 ***Numéro de fichier :*** JUS PPE 802

Système de gestion des salaires
Description : Le Système de gestion des salaires est une banque de données contenant des renseignements personnels sur les employés du Ministère de la Justice. Cette banque de données contient également des renseignements sur chacun des postes au Ministère. Les données décrivent pour chaque employé le numéro du poste, la situation, le titre du poste, la classification et le niveau, le salaire, la prime au bilinguisme si nécessaire, et le codage financier. La banque de données réside dans l'ordinateur des agents d'administration et contient uniquement les employés embauchés à l'intérieur de leurs centres de responsabilité. Une banque de données centrale de tous les employés du Ministère est également située dans le secteur de la Gestion intégrée. ***Catégorie de personnes :*** Employés du Ministère. ***But :*** Le Système de gestion des salaires est un système de prévision salariale pour aider les gestionnaires à gérer leurs budgets de salaires et d'employés à temps plein pour l'année financière courante. ***Normes de conservation et de destruction :*** Les données sont en accord avec les Plans généraux d'élimination des documents du gouvernement du Canada. ***Enregistrement (SCT) :*** 003510 ***Numéro de fichier :*** JUS PPE 803

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Primes d'encouragement

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Vérification de la fiabilité

Voyages et réinstallations

Ministère des Finances Canada

Chapitre 71

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

après la dernière action administrative. ***Enregistrement (SCT) :*** 002710 ***Numéro de fichier :*** IC PPE 809

Unité de jumelage
Description : Ce fichier contient des renseignements sur les employés déclarés excédentaires, touchés ou mis en disponibilité. Ces renseignements comprennent généralement une lettre du ministère à l'employé, le curriculum vitae de l'employé, des copies des évaluations, le formulaire de priorité de dotation, les résultats des tests linguistiques (s'il y a lieu) et les postes au ministère pour lesquels les employés ont été considérés. ***Catégorie de personnes :*** Certains employés d'Industrie Canada. ***But :*** Ce fichier est utilisé par les gestionnaires à des fins de planification des ressources humaines. Il est également utilisé pour aider les employés à trouver un nouvel emploi ou une autre affection. ***Usages compatibles :*** Les renseignements contenus dans ce fichier sont transmis à la Commission de la Fonction publique à des fins d'information et de placement; au Conseil du Trésor, lorsque requis, à des fins d'information. Le nom des employés et les efforts faits pour les placer sont fournis aux syndicats pour les employés qu'ils représentent. ***Normes de conservation et de destruction :*** Ces dossiers sont conservés pendant deux ans après le placement des employés ou leur départ de la fonction publique, puis il sont détruits. ***Enregistrement (SCT) :*** 003347 ***Numéro de fichier :*** ICPPE 802

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Ministère de la Justice Canada

Chapitre 70

Fichiers particuliers

Gestion de carrière
Description : Le fichier contient des renseignements fournis par les employés sur leurs études, leur expérience de travail, leurs aspirations de carrière, leur formation et leur affectation ou nomination. Il contient également d'autres renseignements tels que les résultats obtenus lors de tests linguistiques et les cotes d'évaluation de rendement. ***Catégorie de personnes :*** Les avocats du Ministère qui occupent des postes de niveaux LA-2B et au-dessus. ***But :*** Les renseignements recueillis servent à faciliter la planification des ressources humaines et la gestion de carrière. ***Usages compatibles :*** Les renseignements sont utilisés par les cadres supérieurs du Ministère et par les employés du service du personnel chargés de la planification des ressources humaines. ***Normes de conservation et de destruction :*** Les renseignements seront conservés et mis à jour jusqu'à ce que les avocats concernés quittent le Ministère. Les renseignements seront alors acheminés avec les dossiers de l'employé à son nouveau ministère d'embauche ou aux Archives nationales du Canada, selon les circonstances. ***No. APC :*** 85-001 ***Enregistrement (SCT) :*** 003491 ***Numéro de fichier :*** JUS PPE 801

Greffe de la saisie-arrêt
Description : Ce fichier contient des renseignements sur les employés faisant l'objet d'un bref de saisie-arrêt qui a été décerné dans la Région de la capitale nationale, en vertu de la partie I de la Loi sur la saisie-arrêt et la distraction de pensions, et qui concerne une dette de nature alimentaire ou commerciale. Sont consignés dans ce fichier les ordonnances des tribunaux, les brefs de saisie-arrêt ainsi que des documents administratifs faisant état des renseignements identifiant les personnes concernées. ***Catégorie de personnes :*** Les employés qui manquent à des obligations financières de nature commerciale ou alimentaire. ***But :*** Permettre au ministère de la Justice de s'acquitter de son obligation de veiller à l'application de la Loi sur la saisie-arrêt et la distraction

qui sont dans un poste de direction, un poste d'agent de commerce ou un autre poste d'agent. ***But :*** Cette banque d'information a pour but de préciser et d'analyser les niveaux de scolarité des employés du Ministère pour déterminer la mesure dans laquelle elles pourraient actuellement répondre aux besoins prévus d'un milieu de travail en évolution, et de lancer le Système d'information sur les ressources humaines (SIRH) pour réunir et tenir à jouir ce genre de données de base. ***Usages compatibles :*** Les questions numérotées de un à cinq relatives à la scolarité et l'expérience de travail seront conservées dans le S.I.R.H. du ministère en utilisant les codes d'employé. ***Normes de conservation et de destruction :*** Les dossiers seront retenus pendant deux ans puis détruits. ***No. APC :*** 86-001 ***Renvoi au dossier # :*** IST/IST-100 ***Enregistrement (SCT) :*** 002878 ***Numéro de fichier :*** IC PPE 805

Programme d'affectation
Description : La banque de données peut contenir des curriculum vitae, des évaluations, des accords d'affectation, des renseignements sur les entrevues, des résultats de présentations, des demandes d'employés en vue d'obtenir des formulaires d'affectation et de la correspondance générale. ***Catégorie de personnes :*** Les employés du gouvernement fédéral qui ont demandé une affectation au Ministère. ***But :*** Les renseignements seront utilisés pour constituer un répertoire des employés qui sont intéressés à obtenir une affectation. ***Usages compatibles :*** Les renseignements sont utilisés pour déterminer, aux fins de présentation, les employés qui sont intéressés à obtenir un affectation. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pour une période de deux après la fin du processus d'affectation. ***No. APC :*** 86-001 ***Renvoi au dossier # :*** IST IST 921 ***Enregistrement (SCT) :*** 002905 ***Numéro de fichier :*** IC PPE 803

Programme de médiateur
Description : Ce fichier contient des demandes faites par les employés(es) concernant la possibilité de faire des changements ou des investigations dans des situations de travail. L'information consistera des noms de demandeurs, de collègues ou de superviseurs. ***Catégorie de personnes :*** Employés du ministère. ***But :*** Ce fichier sert à donner au médiateur des renseignements pour investiguer des allégations ou des situations et recommencera ou servira d'intermédiaire de solutions où possible. Ce processus se fera à l'extérieur des procédures de grief/d'appel habituel. ***Normes de conservation et de destruction :*** La conservation et destruction de ce fichier sont à définir. ***Enregistrement (SCT) :*** 003003 ***Numéro de fichier :*** IC PPE 808

Remboursement d'employé
Description : La Banque d'information personnelle contiendra les noms des employés ainsi que leurs adresses de domicile. ***Catégorie de personnes :*** Employés du ministère. ***But :*** Fournir les noms et adresses postales des employés du ministère afin que les chèques de remboursement de dépenses soient postés directement aux résidences par Approvisionnement et Services Canada. ***Usages compatibles :*** Ce fichier de renseignements est visé pour l'usage interne seulement. On ne prévoit aucun couplage des données. ***Normes de conservation et de destruction :*** Les dossiers seront retenus pendant six ans puis détruits. ***No. APC :*** 86-001 ***Renvoi au dossier # :*** IST/IST-914 ***Enregistrement (SCT) :*** 003218 ***Numéro de fichier :*** IC PPE 806

Renseignements personnels divulgués à des organismes d'enquête fédéraux
Description : Conformément au paragraphe 8(4) de la Loi sur la protection des renseignements personnels, ce fichier a été établi dans le but de conserver les copies des demandes de renseignements personnels présentées par des organismes d'enquête fédéraux autorisés en vertu de l'alinéa 8(2)(e) de la Loi. Seules les demandes provenant d'organismes d'enquête dûment autorisés par la Loi sur la protection des renseignements personnels sont prises en considération, aux fins d'exécution des lois du Canada ou d'une province ou dans le cadre d'une enquête légale. ***Catégorie de personnes :*** Employés fédéraux ayant été le sujet d'une demande présentée par des organismes d'enquête fédéraux autorisés en vertu de la Loi. ***But :*** Ce fichier a pour but de permettre au Commissaire à la protection des renseignements personnels d'examiner les communications de renseignements faites à un organisme d'enquête conformément à la Loi. ***Normes de conservation et de destruction :*** Les renseignements contenus dans ce fichier sont conservés pendant deux ans et sont ensuite transférés aux Archives nationales du Canada. ***No. APC :*** 86-001 ***Renvoi au dossier # :*** EIR ACC 285 ***Enregistrement (SCT) :*** 002012 ***Numéro de fichier :*** IC PPE 801

Répertoire des postes sujets à la subdélégation des pouvoirs en matière de dotation
Description : Répertoire informatisé contenant des renseignements sur les postes sujets à la subdélégation des pouvoirs en matière de dotation tels : le numéro de poste, le groupe et niveau, si le sous-ministre a ou non approuvé l'identification du poste, le titre du poste, le nom du Bureau, de la Direction/lieu et de la Sous-direction/Sous-activité, le nom et les initiales du titulaire du poste, son numéro d'assurance sociale, la date à laquelle le programme de formation a été suivi et la date du protocole d'entente. ***Catégorie de personnes :*** En majorité, des employés de la Catégorie de la gestion et des niveaux immédiatement inférieurs. ***But :*** Une des conditions de la délégation des pouvoirs en matière de dotation au Sous-ministre est de maintenir un répertoire des postes sujets à la subdélégation des pouvoirs au sein du Ministère. ***Usages compatibles :*** Le répertoire est utilisé par les agents de dotation et par les Coordonnateurs d'activité pour vérifier si oui ou non les gestionnaires qu'ils desservent ont la subdélégation des pouvoirs en matière de dotation. ***Normes de conservation et de destruction :*** Ce répertoire est mis à jour à tous les trois mois. L'information sur un employé est retirée lorsque celui-ci quitte le Ministère ou deux ans

compte. ***Normes de conservation et de destruction :*** Les formulaires de demandes sont conservés pour deux ans après le dernier usage de la carte. ***No. APC :*** 86-001 ***Enregistrement (SCT) :*** 002562 ***Numéro de fichier :*** IC PPE 811

Développement – cadres supérieurs
Description : Le fichier contient des renseignements fournis par les employés sur leurs études, leur expérience de travail, leurs aspirations de carrière et leur formation. Il contient également des renseignements tels que leur date de naissance, la langue officielle qui est leur langue maternelle, les résultats obtenus suite à des tests linguistiques et les cotes d'évaluation de rendement. ***Catégorie de personnes :*** Les employés du Ministère qui occupent des postes dans la catégorie de la haute direction, ainsi que ceux des niveaux SM-1 et SM-2. ***But :*** Le fichier vise à faciliter la planification des ressources humaines et des carrières. ***Usages compatibles :*** Les renseignements seront utilisés par les cadres supérieurs du Ministère et par les employés du service du personnel qui s'occupent de planification des ressources humaines. ***Normes de conservation et de destruction :*** Les dossiers seront conservés et mis à jour jusqu'à ce que les employés en question quittent le Ministère, ils seront alors détruits ou deux ans après la dernière action administrative. ***Enregistrement (SCT) :*** 002711 ***Numéro de fichier :*** IC PPE 810

Inventaire des habiletés des employés
Description : Cette banque d'information comprend un profil d'employé et de carrière pour chacun des employés qui inclut un curriculum vitae, une auto-évaluation de ses habilétés et de l'information sur la formation. Seul l'employé(e) aura accès à ses données personnelles. L'information sera recueillie par le biais d'un questionnaire distribué à chacun des employés et d'entrevues. ***Catégorie de personnes :*** Employés de la Direction générale des biens de consommation ***But :*** Le but de cet banque d'information est de développer un inventaire des habiletés que possèdent les employés de la Direction générale, d'attribuer avec plus de perspicacité et d'efficacité les habiletés d'employés pour la réalisation de projets par un individu ou en équipe, de mieux identifier les lacunes d'habiletés sur une base individuelle ou collective, et de permettre aux employés de maintenir à jour leur propre profil concernant leurs habiletés et leur formation ainsi que de diriger eux-même leur développement de carrière. Cet inventaire aidera aussi la Direction générale à mieux identifier et offrir des cours de formation et des activités de développement de carrière. ***Usages compatibles :*** L'information sur les habiletés sera utile pour sélectionner et attribuer des employés pourdes projets individuels ou d'équipe, pour identifier les lacunes d'habiletés et pour choisir les activités de développement et de formation qui sont plus appropriées. ***Normes de conservation et de destruction :*** Chaque filière d'employé sera gardée pour les employés en fonction dans la Direction générale des biens de consommation. ***Enregistrement (SCT) :*** 003343 ***Numéro de fichier :*** IC PPE 800

Modèles financiers pour la retraite
Description : Un service unique offert aux employés (de certaines directions) qui ont actuellement plus de 50 ans, qui comptent un nombre divers d'années de service et qui désirent savoir s'il peuvent se permettre de prendre leur retraite. Il s'agit d'une banque de données, utilisant le programme Quatto Pro, qui permet d'établir des profils de revenus et de dépenses pour les 15 années à venir. Grâce à des renseignements personnels sur le salaire, les régimes de pension, les investissements, les plans budgétaires et les principales dépenses, cette banque crée différents modèles dont pouvant servir pour prendre une décision concernant la retraite. ***Catégorie de personnes :*** Les employés d'Industrie Canada qui envisage de prendre une retraite anticipée. ***But :*** La banque a pour objet de créer des projets de scénarios financiers visant à aider à déterminer si les employés peuvent prendre leur retraite. ***Usages compatibles :*** Ces renseignements serviront aux fins décrites au but du fichier. ***Normes de conservation et de destruction :*** Les ébauches de rapport appartiendront aux employés de la Direction générale. L'information contenue dans le tableur de la banque de données sera détruite six mois après la tenue des séances (elle sera effacée de la mémoire et le consultant ne conservera aucune disquette). ***No. APC :*** 86/001 ***Enregistrement (SCT) :*** 003669 ***Numéro de fichier :*** IC PPE 804

Primes d'encouragement
Description : Le fichier contient des renseignements sur les fonctionnaires qui ont été nommés pour des primes, dans le cadre du Régime des primes d'encouragement du gouvernement fédéral et divers programmes propres au Ministère. Ces renseignements peuvent comprendre des curriculum vitae, des évaluations de rendement, des descriptions à l'appui de contributions méritoires concernant leurs fonctions, ou des suggestions pratiques en vue de l'amélioration des opérations de la Fonction publique, ainsi que des rapports complétés concernant le programme de prime. ***Catégorie de personnes :*** Employés de l'institution. ***But :*** Le fichier a pour but d'identifier les personnes qui ont été nommées pour des primes. ***Usages compatibles :*** Les renseignements contenus dans ce fichier sont utilisés pour établir des précédents au sujet des primes et pour fournir une vérification à rebours concernant les dépenses de fonds. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant six ans et sont ensuite détruits. ***No. APC :*** 86-001 ***Enregistrement (SCT) :*** 002561 ***Numéro de fichier :*** IC PPE 812

Profil scolaire des femmes occupant un poste du niveau d'agente ou d'un niveau supérieur
Description : Les renseignements suivant seront réunis dans chaque cas : le niveau de scolarité et le champ de spécialisation; la durée de service à Industrie, Sciences et Technologie Canada; la catégorie d'âge; les vues générales sur le parti pris contre les femmes en matière de placement. ***Catégorie de personnes :*** Les renseignements seront obtenus des employées d'ISTC

Loi sur la protection des renseignements personnels. ***Normes de conservation et de destruction :*** Les renseignements peuvent se trouver dans des dossiers ou dans un système informatique tel que le système PARADE (recherche et perfectionnement dans la gestion du personnel). Les dossiers sont conservés au moins trois ans après la date de la dernière correspondance. ***No. APC :*** 86-001 ***Enregistrement (SCT) :*** 002103 ***Numéro de fichier :*** GRC PPE 818

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Industrie Canada

Chapitre 69

Fichiers centraux

Dossiers en matière de conflits d'intérêts
Description : Ce fichier contient des renseignements relatifs aux activités privées, aux biens et aux exigibilités des personnes visées par le Code régissant la conduite des titulaires de charges publiques en ce qui concerne les conflits d'intérêts et l'après-mandat. ***Catégorie de personnes :*** Les lieutenants-gouverneurs, les ministres, leur personnel exclu, les secrétaires parlementaires, les personnes nommées par le gouverneur en conseil et toutes les personnes nommées à une charge à plein temps par un ministre qui sont ou ont été assujettis au Code. ***But :*** Le fichier a pour objet de réunir de l'information relative à la mise en application du Code régissant la conduite des titulaires de charges publiques en ce qui concerne les conflits d'intérêts et l'après–mandat. ***Usages compatibles :*** Les données peuvent servir à établir des précédents dans la mise en application des directives en matière de conflits d'intérêts et de l'après-mandat et à extraire une partie des renseignements qui seront versés et maintenus dans un registre public tel qu'énoncé dans le Code. ***Normes de conservation et de destruction :*** Les données sont en général conservées pour une période de deux ans après que la personne a cessé d'être titulaire d'une charge publique, selon le plan 5 des Plans généraux d'élimination des documents du gouvernement du Canada. ***No. APC :*** 86-001 ***Renvoi au dossier # :*** CEC SRG 165 ***Enregistrement (SCT) :*** 000130 ***Numéro de fichier :*** IC PCE 701

Fichiers particuliers

Banque de mentors
Description : Cette banque contient des informations personnelles sur les employés telles leur curriculum vitae, le type d'aide qu'ils préfèrent offrir ou qu'ils recherchent et les groupes d'employés avec lesquels ils préfèrent agir. L'information est recueillie à l'aide d'un questionnaire et/ou au cours d'un entrevue. ***Catégorie de personnes :*** Tousl les employés du ministère. ***But :*** Ce fichier a pour but de coordonné le programme de mentorat du ministère. ***Usages compatibles :*** L'information recueillie sera utilisée pour maximiser la compatibilité entre les mentors et les protéges. ***Normes de conservation et de destruction :*** Le dossier sera maintenu aussi longtemps que l'employé senior est actif dans le programme et mentorat ou deux ans après la dernière action administrative et ensuite détruit. ***No. APC :*** 86/001 ***Enregistrement (SCT) :*** 003668 ***Numéro de fichier :*** IC PPE 807

Cartes de voyage personnelles en Route
Description : Ce fichier contient les formulaires de demandes de cartes en Route. ***Catégorie de personnes :*** Employés du Ministère. ***But :*** Ce fichier sert à fournir une carte de crédit personnelle parrainée par le gouvernement aux employés qui voyagent fréquemment afin d'acquitter des frais de voyage. ***Usages compatibles :*** Les rapports d'activité mensuels sont utilisés afin de déterminer si les paiements sont effectués à la date d'échéance. Ils sont aussi utilisés dans le but d'identifier les comptes sérieusement en retard lorsqu'en Route demande de l'aide dans le recouvrement d'un

par la GRC pour une période de six ans après le paiement final et pour une période de deux ans si la demande n'est pas acceptée. Lorsque le dossier est désigné comme ayant une valeur archivistique ou historique, il est transféré sous le contrôle des Archives nationales du Canada; lorsque le dossier n'est pas ainsi désigné, il est détruit. ***No. APC :*** 78-001 ***Renvoi au dossier # :*** GRC GRC 925 ***Enregistrement (SCT) :*** 001018 ***Numéro de fichier :*** GRC PPE 806

Policiers occasionnels/employés civils temporaires
Description : Ce fichier renferme des renseignements personnels sur les personnes qui ont été ou qui sont actuellement à l'emploi de la Gendarmerie royale du Canada comme policiers occasionnels. Ces renseignements donnent un aperçu chronologique de la carrière de ces personnes au sein de la Gendarmerie. Ils englobent notamment les demandes d'emploi, les informations relatives aux triage sécuritaire, le traitement, les évaluations et les notes de service indiquant les raisons de la cessation d'emploi. Le numéro d'assurance sociale est obtenu en vertu de la Loi sur l'administration financière. Les personnes qui veulent le consulter doivent satisfaire aux exigences qui figurent sur la formule de demande d'accès à des renseignements personnels et indiquer leurs nom, prénoms, date de naissance, genre de travail et l'endroit où elles ont servi afin d'obtenir des renseignements pertinents. Les membres actifs doivent indiquer l'endroit où les renseignements auxquels ils désirent avoir accès peuvent être conservés. Les personnes qui désirent obtenir des renseignements particuliers doivent préciser les documents qu'elles veulent consulter afin de faciliter l'acheminement de leur demande. ***Catégorie de personnes :*** Personnes qui ont postulé et obtenu un emploi de policier occasionnel ou d'employé civil temporaire au sein de la GRC. ***But :*** Ce fichier a pour but de consigner des renseignements qui ont été compilés dans le cadre du processus d'engagement des policiers occasionnels et des employés civils temporaires. Le numéro d'assurance sociale est utilisé pour la tenue des relevés comptables d'emploi. ***Usages compatibles :*** Ce fichier est utilisé pour prendre des décisions concernant l'engagement, la solde, les affectations et la continuation du service. Il peut également servir aux fins de la recherche, de la planification de l'évaluation et des statistiques. On peut aussi se servir de cette information pour le couplage des dossiers suivants : GRC PPU 065 (Dossiers d'habilitation sécuritaires et relative à la fiabilité); GRC PPU 807 (Dossiers administratifs généraux de la GRC). Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. ***Normes de conservation et de destruction :*** Les dossiers que contient ce fichier sont conservés au quartier général de la division d'affectation des sujets durant une période minimale d'une année civile suivant la cessation d'emploi, et ensuite, on les transmet au Centre national des documents du personnel des Archives nationales du Canada où on les conserve jusqu'à ce que le sujet du dossier atteigne l'âge de 80 ans. ***No. APC :*** 69-164 ***Renvoi au dossier # :*** GRC GRC 918 ***Enregistrement (SCT) :*** 001022 ***Numéro de fichier :*** GRC PPE 810

Programme d'équité en matière d'emploi
Description : Ce fichier contient des renseignements personnels sur les membres réguliers, civils, et spéciaux, ainsi que sur les postulants de la GRC. Il permet d'évaluer la participation des minorités visibles conformément au paragraphe 16(1) de la Loi canadienne sur les droits de la personne (programme spécial). Les renseignements indiquent si les membres et postulants sont autochtones, de race blanche ou d'une autre race; leur origine ethnique; leurs incapacités. Les renseignements se rapportant au programme d'équité en matière d'emploi seront conservés à la Direction générale à Ottawa et ils seront accessibles uniquement aux personnes affectées aux programmes d'équité en matière d'emploi. Outre ce qui est demandé sur la formule de renseignements personnels, les membres seront demandé donner leur nom complet et leur numéro de matricule. Les postulants doivent donner leur nom complet seulement. ***Catégorie de personnes :*** Membres réguliers, civils et membres spéciaux ainsi que les postulants de la GRC. ***But :*** Ces données servent à dresser un tableau complet de la répartition des membres par groupes cibles (p. ex. autochtones, personnes handicapées) et des membres appartenant à des minorités visibles. Ces renseignements permettent de connaître le profil du personnel, des membres, et des postulants, de connaître le taux de participation des membres de groupes cibles par rapport aux membres des autres groupes, et d'établir des objectifs touchant la participation des minorités visibles à la GRC en conformité avec la loi de l'équité en matière d'emploi. ***Usages compatibles :*** Le renseignements seront utilisés à des fins institutionnelles dans le cadre du programme d'équité en matière d'emploi du gouvernement en vue de relever et de supprimer toute forme de discrimination systémique au chapitre de l'emploi et d'adopter des mesures permettant d'assurer la participation et la représentation équitable des groupes cibles à la Gendarmerie. Ces renseignements peuvent être utilisés à des fins de réglementation et de planification touchant l'équité en matière d'emploi ainsi que pour le couplage des données dans les fichiers suivant : GRC PPU 070 (Dossiers des postulants); GRC PPU 090 (Distinctions et récompenses); GRC PPE 801 (Dossiers des membres de la GRC); GRC PPE 802 (Dossiers de service des membres de la GRC); GRC PPE 803 (Audiences des comités de promotion/mutation pour les membres de la GRC/dossiers d'affectation de personnel/audiences du conseil d'appréciation des aspirants officiers; GRC PPE 804 (Dossiers des griefs des membres de la GRC); GRC PPE 805 (Dossiers disciplinaires actifs et annulés des membres de la GRC; GRC PPE 806 (Dossiers sur la solde des membres de la GRC); GRC PPE 815 (Code régissant la conduite des membres de la GRC en ce qui concerne les conflits d'intérêts et l'après-mandat). Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la

médecins et dentistes en raison de la mobilité des membres de la GRC. Ils peuvent également être utilisés au chapitre des indemnités d'incapacité relativement à des blessures ou à un décès survenus au cours de service en vertu de l'article 27 de la Loi sur la pension de retraite de la GRC ou de l'article 5 de la Loi sur la continuation des pensions de la GRC. Ces renseignements peuvent également être utilisés aux fins de la recherche, de la planification, de l'évaluation et des statistiques. On se sert des renseignements sur la famille et les proches parents en vue d'établir la pertinence d'une affectation dans certaines régions lorsque les personnes accompagnent le membre, ou pour accorder des affectations pour raisons de famille fondées sur l'état de santé. Le numéro d'assurance sociale n'est ni exigé ni utilisé par la GRC. Toutefois, le centre médical de la Défense nationale s'en sert pour identifier le patient et pour la comptabilité. ***Usages compatibles :*** Le directeur des Services de santé ou les médecins-chefs se servent de ces dossiers pour établir si les membres réguliers et civils sont aptes à exécuter leurs fonctions et pour formuler des recommandations touchant les affectations, l'avancement ou le service continu dans les cas où la santé physique ou mentale de ces derniers est un facteur déterminant ainsi que l'admissibilité aux congés de maladie et aux prestations d'assurance. Ils fournissent également un dossier complet de la santé physique et mentale, des blessures et du traitement qui, autrement, ne pourrait être mis à la disposition des médecins en raison de la mobilité des membres de la GRC. Ils peuvent également être utilisés au chapitre des indemnités d'incapacité relativement à des blessures où à un décès survenus en cours de service en vertu de l'article 27 de la Loi sur la pension de retraite de la GRC ou de l'article 5 de la Loi sur la continuation des pensions de la GRC et ils peuvent servir à établir la pertinence d'une affectation lorsque l'état de santé est un facteur à considérer. L'information peut être révélée à un commandant ou à l'officier approprié si, selon l'opinion du directeur des services de santé ou d'un médecin-chef, des circonstances exceptionnelles le justifient afin d'assurer la sécurité du public ou de confrères; l'information peut aussi être révélée à des médecins ou psychologues appointés à une commission médicale et à un médecin pour assurer la continuité d'un traitement et au responsable du programme dentaire. Ces renseignements peuvent également être utilisés aux fins de la recherche, de la planification de l'évaluation et des statistiques ainsi que pour le couplage des données avec les systèmes PARADE, FARS et SISS de la GRC. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. ***Normes de conservation et de destruction :*** Les dossiers sont conservés au moins jusqu'à ce que le sujet ait atteint 100 ans. Lorsque le dossier est désigné comme ayant une valeur archivistique ou historique, il est transféré sous le contrôle des Archives nationales du Canada; lorsque le dossier n'est pas ainsi désigné, il est détruit. ***No. APC :*** 69-164 ***Renvoi au dossier # :*** GRC GRC 922 ***Enregistrement (SCT) :*** 001020 ***Numéro de fichier :*** GRC PPE 808

Dossiers sur la solde des membres de la GRC
Description : Ce fichier contient des renseignements qui donnent un aperçu chronologique de la solde du membre, des allocations, des heures supplémentaires, des retenues, des dossiers de demande de renseignements sur la Caisse Fiduciaire de Bienfaisance et autres sujets pertinents, y compris la correspondance envoyée au ministère des Approvisionnements et Services, qui s'occupe du fonctionnement du système de paye. Le numéro d'assurance sociale est utilisé et conservé dans ce fichier à la demande de Revenu-Canada. Pour avoir le droit de consulter les dossiers qui les concernent, les intéressés doivent se conformer aux exigences qui figurent sur le formulaire de demande d'accès à des renseignements personnels et ils doivent également y indiquer leurs nom, prénoms et numéro matricule. Les membres actifs doivent indiquer l'endroit où les renseignements auxquels ils désirent avoir accès peuvent être conservés. Les personnes qui veulent obtenir des renseignements particuliers doivent indiquer les documents qu'elles désirent consulter afin de faciliter l'acheminement de leur demande. Les renseignements contenus dans ce fichier peuvent être conservés dans des dossiers ou encore sous forme automatisée, par exemple, dans des systèmes tels que le Système de frais pour les logements de possession gouvernementale (SFLPG). ***Catégorie de personnes :*** Personnes qui ont été ou qui sont actuellement à l'emploi de la Gendarmerie royale du Canada comme employés autre que les employés de la Fonction Publique. ***But :*** Ce fichier a pour but de consigner des renseignements qui sont utilisés au niveau de l'administration interne de la Gendarmerie royale du Canada et de son régime d'avantages sociaux. Une liste des destinataires est maintient de concert avec le ministre l'Approvisionnement et Services Canada pour raison de pension. Le numéro d'assurance sociale est utilisé pour les gains et déductions qui doivent apparaître sur les formulaires T-4 et Relevé 1. Cette information est éventuellement transmise à Santé et Bien-être Social Canada pour l'administration du Régime de pensions du Canada. ***Usages compatibles :*** Ces renseignements sont utilisés aux fins de la vérification, de la recherche, de la planification, de l'évaluation et des analyses statistiques et peut aussi servir pour le couplage des données dans les fichiers suivants : GRC PPE 804 (Dossiers des griefs des membres de la GRC); GRC PPE 801 (Dossiers des membres de la GRC); GRC PPE 802 (Dossiers de service des membres de la GRC); Zyindex, un système d'exploitation utilisé pour versé des données suite à des demandes de réclame. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. ***Normes de conservation et de destruction :*** Les dossiers de la solde sont conservés jusqu'au moment où le sujet atteint l'âge de 70 ans. Les dossiers de demande de renseignements sur la Caisse Fiduciaire de Bienfaisance sont conservés

également y indiquer leur nom, prénoms et numéro matricule. Les membres actifs doivent indiquer l'endroit où les renseignements auxquels ils désirent avoir accès peuvent être conservés. Les personnes qui veulent obtenir des renseignements particuliers doivent indiquer les documents qu'elles désirent consulter afin de faciliter l'acheminement de leur demande. Les renseignements contenus dans ce fichier peuvent être conservés dans des dossiers ou encore sous forme automatisée, par exemple, dans des systèmes tels que le système de soutien bureaucratique de la GRC (ROSS). ***Catégorie de personnes :*** Membres réguliers, membres spéciaux et membres civils qui ont été ou sont présentement à l'emploi de la Gendarmerie et qui ont été l'objet de mesures disciplinaires ou qui ont fait preuve de mauvaise conduite. ***But :*** Ce fichier a pour but de consigner des renseignements afin de prendre des décisions concernant les suspensions, les réprimandes, les avertissements, les peines du tribunal de service, les sanctions d'un comité d'arbitrage, mesures disciplinaires officielle ou officieuse, les amendes, les lacunes, les licenciements, les rétrogradations, les affectations, l'avancement, le service continu, les appels, les poursuites criminelles, les enquêtes, l'admissibilité au traitement médical et les pensions. ***Usages compatibles :*** Le Comité externe d'examen de la GRC et la Commission des plaintes du public contre la GRC peuvent utiliser ces renseignements pour s'enquérir d'un grief ou enquêter sur une plainte contre la GRC ou un de ses membres. Les mesures disciplinaires prises contre un membre de la GRC suite à une plainte de harcèlement, peuvent être divulguées au plaignant lors de plainte fondée. Le Comité externe d'examen de la GRC et la Commission des plaintes du public contre la GRC peuvent utiliser ces renseignements pour s'enquérir d'un grief ou enquêter sur une plainte contre la GRC ou un de ses membres..Le Comité externe d'examen de la GRC et la Commission des plaintes du public contre la GRC peuvent utiliser ces renseignements pour s'enquérir d'un grief ou enquêter sur une plainte contre la GRC ou un de ses membres.Ces renseignements peuvent aussi être utilisés pour la recherche, la planification, l'évaluation et l'analyse. On peut aussi se servir de cette information pour le couplage des données dans les fichiers suivant : GRC PPU 070 (Dossiers des postulants); GRC PPU 090 (Distinctions et récompenses); GRC PPE 801 (Dossiers des membres de la GRC); GRC PPE 802 (Dossiers de service des membres de la GRC); GRC PPE 803 (Audiences des comités de promotion/mutation pour les membres de la GRC/dossiers d'affectation de personnel/audiences du conseil d'appréciation des aspirants officiers; GRC PPE 804 (Dossiers des griefs des membres de la GRC); GRC PPE 806 (Dossiers sur la solde des membres de la GRC); GRC PPE 815 (Code régissant la conduite des membres de la GRC en ce qui concerne les conflits d'intérêts et l'après-mandat) GRC PPE 818 (Programme d'équité en matière d'emploi). Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. ***Normes de conservation et de destruction :*** Les dossiers sont conservés au moins jusqu'à ce que le sujet ait atteint 70 ans. Lorsque le dossier est désigné comme ayant une valeur archivistique ou historique, il est transféré sous le contrôle des Archives nationales du Canada; lorsque le dossier n'est pas ainsi désigné, il est détruit. ***No. APC :*** 69-164 ***Renvoi au dossier # :*** GRC GRC 926 ***Enregistrement (SCT) :*** 001017 ***Numéro de fichier :*** GRC PPE 805

Dossiers médicaux des membres de la GRC
Description : Ce fichier renferme des renseignements personnels sur les personnes qui ont été ou qui sont actuellement à l'emploi de la GRC comme membres réguliers, membres spéciaux ou membres civils. Les renseignements contenus dans ce fichier donnent un aperçu de l'histoire médicale du membre alors qu'il était à l'emploi de la GRC ou après son licenciement, s'il continue à recevoir des traitements médicaux aux frais de l'État. Les dossiers médicaux contiennent de la correspondance, des rapports et des formules se rapportant à l'hospitalisation, aux traitements chirurgicaux, médicaux et dentaires, aux évaluations psychiatriques et psychologiques, résultats des épreuves de condition physique et des résultats, aux services rendus en vertu du programme d'assistance aux membres, et la catégorie médicale de ces derniers, ainsi que des rapports portant sur les blessures subies et les maladies contractées en cours de service. On peut aussi y trouver des renseignements sur l'état de santé de la famille immédiate ou des proches parents du membre. On peut trouver le numéro d'assurance sociale dans les dossiers médicaux ou les documents reçus du Centre médical de la Défense nationale au sujet des membres qui ont reçu des soins ou des traitements médicaux de cet organisme. Afin d'avoir accès à ce fichier, les membres doivent se conformer aux exigences qui figurent sur le formulaire de demande d'accès à des renseignements personnels, et indiquer leurs nom, prénoms et numéro matricule. Les membres actifs doivent indiquer l'endroit où les renseignements auxquels ils désirent avoir accès peuvent être conservés. Les personnes qui veulent obtenir des renseignements particuliers doivent indiquer les documents qu'elles désirent consulter afin de faciliter l'acheminement. On peut trouver aussi des renseignements médicaux dans le répertoire de renseignements personnels au chapitre Affaires des anciens combattants. ***Catégorie de personnes :*** Personnes qui ont été ou qui sont actuellement à l'emploi de la GRC comme membres réguliers, membres spéciaux ou membres civils, leurs familles immédiates et leurs proches parents. ***But :*** Ce fichier a pour but d'établir si les membres réguliers, membres spéciaux ou membres civils sont aptes à exécuter leurs fonctions et pour formuler des recommandations touchant les affectations, l'avancement ou le service continue dans les cas où la santé physique ou mentale de ces derniers est un facteur déterminant ainsi que l'admissibilité aux congés de maladie et aux prestations d'assurance. Ils fournissent également un dossier complet de la santé physique et mentale, des blessures et du traitement qui, autrement, ne pourrait être mis à la disposition des

griefs. Lorsque le dossier est désigné comme ayant une valeur archivistique ou historique, il est transféré sous le contrôle des Archives nationales du Canada; lorsque le dossier n'est pas ainsi désigné, il est détruit. ***No. APC :*** 69-164 ***Renvoi au dossier # :*** GRC GRC 926 ***Enregistrement (SCT) :*** 001016 ***Numéro de fichier :*** GRC PPE 804

Dossiers des membres de la GRC

Description : Ce fichier renferme des renseignements qui donnent un aperçu de l'état de service du membre. Il contient les documents suivants : résultats du programme de formation de base des recrues (système informatique LAN), évaluations faites suite à la formation, recommandations en vue d'une promotion ou d'une mutation, rapports d'entrevues, appréciations de rendement, document personnel PARADE (formule 816), ou renseignements portant sur le personnel recueillis dans le cadre du programme des aspirants officiers, conseils et orientation fournis, créances à recouvrer, les mutations pour raisons personnelles, les citations, les médailles, les avis d'erreur et les documents pertinents, résultats d'évaluation de la langue seconde, profil linguistique. Ce fichier contient également de la documentation dans le cas où un membre de la GRC est licencié ou rétrogradé pour motif de rendement insatisfaisant. Les évaluations faites à la suite de la formation peuvent aussi être conservées dans le fichier GRC PPU 080. Pour avoir le droit de consulter les dossiers qui les concernent, les intéressés doivent se conformer aux exigences qui figurent sur le formulaire de demande d'accès à des renseignements personnels et doivent également y indiquer leurs nom, prénoms et numéro matricule. Les membres actifs doivent indiquer l'endroit où les renseignements auxquels ils désirent avoir accès peuvent être conservés. Les personnes qui veulent obtenir des renseignements particuliers doivent indiquer les documents qu'elles désirent consulter afin de faciliter l'acheminement de leur demande. Des dossiers supplémentaires sont également retenus à la Direction générale et aux divisions sur les individus qui ont réussi avec succès le cours d'agent d'infiltration et obtenu de la Direction générale un numéro de code. Si vous désirez avoir accès à ces dossiers, veuillez indiquer si vous avez reçu une formation comme agent d'infiltration ou un numéro de code. De plus, indiquez dans quelle division ou dans quel service les dossiers sont retenus. Les renseignements contenus dans ce fichier peuvent être conservés dans des dossiers ou encore sous forme automatisée, par exemple, dans des systèmes tels que le système d'information sur les langues officielles (SILO), le système de soutien bureaucratique de la GRC (ROSS). ***Catégorie de personnes :*** Personnes qui ont été ou qui sont actuellement à l'emploi de la Gendarmerie royale du Canada comme membres réguliers, membres spéciaux, membres civils ou membres de la réserve. ***But :*** Ce fichier a pour but de consigner des renseignements afin de prendre des décisions relatives à l'avancement, aux affectations et au service continu. ***Usages compatibles :*** Ces renseignements peuvent également être utilisés au chapitre de la recherche, de la planification, de l'évaluation et des analyses statistiques ainsi que pour le couplage des données dans les fichiers suivant : GRC PPU 070 (Dossiers des postulants); GRC PPU 090 (Distinctions et récompenses); GRC PPE 802 (Dossiers de service des membres de la GRC); GRC PPE 803 (Audiences des comités de promotion/mutation pour les membres de la GRC/dossiers d'affectation de personnel/audiences du conseil d'appréciation des aspirants officiers; GRC PPE 804 (Dossiers des griefs des membres de la GRC); GRC PPE 805 (Dossiers disciplinaires actifs et annulés des membres de la GRC; GRC PPE 806 (Dossiers sur la solde des membres de la GRC); GRC PPE 815 (Code régissant la conduite des membres de la GRC en ce qui concerne les conflits d'intérêts et l'après-mandat) GRC PPE 818 (Programme d'équité en matière d'emploi). Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. ***Normes de conservation et de destruction :*** Les dossiers sont conservés au moins jusqu'à ce que le sujet ait atteint 100 ans. Lorsque le dossier est désigné comme ayant une valeur archivistique ou historique, il est transféré sous le contrôle des Archives nationales du Canada; lorsque le dossier n'est pas ainsi désigné, il est détruit. ***No. APC :*** 69-164 ***Renvoi au dossier # :*** GRC GRC 918 ***Enregistrement (SCT) :*** 001013 ***Numéro de fichier :*** GRC PPE 801

Dossiers disciplinaires actifs et annulés des membres de la GRC

Description : Ce fichier renferme des renseignements personnels sur les membres réguliers, les membres spéciaux et les membres civils qui ont été ou qui sont présentement à l'emploi de la Gendarmerie royale du Canada et qui ont fait l'objet de mesures disciplinaires ou qui ont fait preuve de mauvaise conduite. Les dossiers disciplinaires actifs et annulés peuvent contenir les rapports d'enquête relative au Code de déontologie en vertu de la Partie IV de la Loi sur la GRC qui justifient les mesures disciplinaires prises à l'égard du membre; les réprimandes, les avertissements, les rapports de tribunaux de services simples, mesures disciplinaires et des comités d'arbitrage graves, les appels, les comités et toute la documentation pertinente; les suspensions, les décisions annulées, les dossiers relatifs aux infractions statutaires commises par des membres y compris les enquêtes, les décisions des tribunaux et les appels, la documentation concernant la mauvaise conduite présumée, la documentation relative au licenciement obligatoire résultant de mauvaise conduite et aux décisions. La documentation relative au licenciement obligatoire pour des raisons autres que l'inconduite et les infractions criminelles peut être conservée dans le fichier GRC PPE 801 «Dossiers des membres de la GRC» ou le fichier GRC PPE 802 «Dossiers de service des membres de la GRC.» Pour avoir le droit de consulter les dossiers qui les concernent, les intéressés doivent se conformer aux exigences qui figurent sur la formule de demande d'accès à des renseignements personnels et doivent

évaluations concernant les pensions pour incapacité ou décès sont conservées dans les fichiers de renseignements personnels du ministère des Affaires des anciens combattants et doivent être consultées par l'entremise de ce ministère. ***Normes de conservation et de destruction :*** Les renseignements contenus dans ce fichier sont conservés au moins jusqu'à ce que le sujet ait atteint 100 ans. Lorsque le dossier est désigné comme ayant une valeur archivistique ou historique, il est transféré sous le contrôle des Archives nationales du Canada; lorsque le dossier n'est pas ainsi désigné, il est détruit. ***No. APC :*** 69-164 ***Renvoi au dossier # :*** GRC GRC 918 ***Enregistrement (SCT) :*** 001014 ***Numéro de fichier :*** GRC PPE 802

Dossiers des employés municipaux à l'emploi de la GRC
Description : Ce fichier renferme des renseignements personnels sur les employés municipaux qui travaillent ou qui ont travaillé pour la Gendarmerie royale du Canada aux termes d'une entente contractuelle avec la municipalité concernée. Ces renseignements donnent un aperçu chronologique de la carrière de la personne au sein de la Gendarmerie royale du Canada. Ils englobent notamment les formules relatives à l'emploi, les informations se rapportant au triage sécuritaire, le traitement initial, les certificats de paye, les demandes d'augmentation salariale, les dossiers des congés de maladie ou de congé, et les évaluations et notes de service stipulant la raison de la cessation d'emploi. Le numéro d'assurance sociale est obtenu en vertu de la Loi sur l'administration financière. Les personnes qui veulent le consulter doivent satisfaire aux exigences qui figurent sur le formulaire de demande d'accès à des renseignements personnels et indiquer également leurs nom, prénoms, date de naissance, genre de travail et l'endroit où elles ont travaillé afin d'obtenir des renseignements pertinents. Les membres actifs doivent indiquer l'endroit où les renseignements auxquels ils désirent avoir accès peuvent être conservés. Les personnes qui désirent obtenir des renseignements particuliers doivent préciser les documents qu'elles veulent consulter afin de faciliter l'acheminement de leur demande. ***Catégorie de personnes :*** Personnes qui ont postulé un emploi et travaillé à la Gendarmerie en qualité d'employés municipaux. ***But :*** Ce fichier a pour but de consigner des renseignements qui ont été recueillis dans le cadre du processus d'engagement des postulants à un poste d'employé municipal à la GRC. Le numéro d'assurance sociale est utilisé pour la tenue des relevés comptables d'emploi. ***Usages compatibles :*** Ce fichier est utilisé pour prendre des décisions concernant l'engagement et le continuation du service. On peut aussi se servir de cette information pour le couplage des dossiers suivants : GRC PPU 065 (Dossiers d'habilitation sécuritaires et relative à la fiabilité); GRC PPU 807 (Dossiers administratifs généraux de la GRC). Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. ***Normes de conservation et de destruction :*** Les dossiers que contient ce fichier sont conservés durant une période minimale de deux années civiles suivant la cessation d'emploi. Lorsque le dossier est désigné comme ayant une valeur archivistique ou historique, il est transféré sous le contrôle des Archives nationales du Canada; lorsque le dossier n'est pas ainsi désigné, il est détruit. ***No. APC :*** 69-164 ***Renvoi au dossier # :*** GRC GRC 918 ***Enregistrement (SCT) :*** 001023 ***Numéro de fichier :*** GRC PPE 811

Dossiers des griefs des membres de la GRC
Description : Ce fichier renferme les griefs formulés officiellement par des membres réguliers, des membres spéciaux ou des membres civils de la GRC, concernant un aspect quelconque de leur service. Il renferme aussi les réponses aux griefs et leur règlement définitif. Pour avoir le droit de consulter les dossiers qui les concernent, les intéressés doivent se conformer aux exigences qui figurent sur la formule de demande d'accès à des renseignements personnels et doivent également y indiquer leurs nom, prénoms et numéro matricule. Les membres actifs doivent aussi indiquer leur division. Les personnes qui veulent obtenir des renseignements particuliers doivent indiquer les documents qu'elles désirent consulter afin de faciliter l'acheminement de leur demande. Les renseignements contenus dans ce fichier peuvent être conservés dans des dossiers ou encore sous forme automatisée, par exemple, dans des systèmes tels que le système de soutien bureaucratique de la GRC (ROSS). ***Catégorie de personnes :*** Membres réguliers ou civils de la GRC. ***But :*** Ce fichier a pour but de consigner des renseignements qui sont utilisés par GRC afin de résoudre les griefs et les appels qui ont été formulés en vertu de la partie III de la Loi sur la GRC ou en vertu d'une autre procédure revisée par cette partie. ***Usages compatibles :*** Ces renseignements peuvent également être utilisés aux fins de la recherche, de la formation, de la planification, de l'évaluation et des statistiques et par le comité externe d'examen de la GRC dans le cadre des griefs. On peut aussi se servir de cette information pour le couplage des données dans les fichiers suivant : GRC PPU 070 (Dossiers des postulants); GRC PPU 090 (Distinctions et récompenses); GRC PPE 801 (Dossiers des membres de la GRC); GRC PPE 802 (Dossiers de service des membres de la GRC); GRC PPE 803 (Audiences des comités de promotion/mutation pour les membres de la GRC/dossiers d'affectation de personnel/audiences du conseil d'appréciation des aspirants officiers; GRC PPE 805 (Dossiers disciplinaires actifs et annulés des membres de la GRC; GRC PPE 806 (Dossiers sur la solde des membres de la GRC); GRC PPE 815 (Code régissant la conduite des membres de la GRC en ce qui concerne les conflits d'intérêts et l'après-mandat) GRC PPE 818 (Programme d'équité en matière d'emploi). Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. ***Normes de conservation et de destruction :*** Les dossiers contenus dans ce fichier sont supprimés cinq ans après le règlement des

sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. ***Normes de conservation et de destruction :*** La GRC conserve les documents pendant la durée de l'emploi, plus deux ans, après quoi les documents sont détruits. ***No. APC :*** 86-001 ***Enregistrement (SCT) :*** 002102 ***Numéro de fichier :*** GRC PPE 815

Dossiers administratifs généraux de la GRC
Description : Ce fichier renferme des dossiers et de la correspondance connexe sur l'acquisition, la distribution et l'élimination des uniformes et de l'équipement de la GRC, l'enregistrement des armes réglementaires, les cartes de circulation et les permis de stationnement. Il contient en outre d'autres renseignements sur divers sujets où la GRC peut accorder ou refuser certains avantages ou privilèges. En raison de la nature des dossiers administratifs généraux, les données contenues dans ce fichier ne sont pas toujours répertoriées sous le nom d'une personne en particulier. En plus de se conformer aux exigences indiquées sur la formule de demande d'accès à des renseignements personnels, les personnes doivent donner suffisamment de détails concernant leur premier contact avec la GRC, y compris la date approximative, le lieu, le numéro matricule et la nature de l'avantage ou du privilège concerné. Les membres actifs doivent indiquer l'endroit où les renseignements auxquels ils désirent avoir accès peuvent être conservés. ***Catégorie de personnes :*** Personnes qui sont ou qui ont été à l'emploi de la Gendarmerie royale du Canada en vertu d'un contrat de service. ***But :*** Ce fichier a pour but de consigner des renseignements qui sont utilisés au niveau de l'administration interne de la Gendarmerie royale du Canada. ***Usages compatibles :*** Ces renseignements peuvent également servir aux fins de la recherche, de la planification, de l'évaluation et des analyses statistiques et peut aussi servir pour le couplage des dossiers dans les fichiers suivants : GRC PPE 806 (Dossiers sur le solde des membres de la GRC) ainsi que dans les systèmes d'entretien d'équipements et parade comme répertoire. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. ***Normes de conservation et de destruction :*** Les dossiers sont conservés au moins deux ans après la date de la dernière correspondance. Dans le cas du dossier sur les effets et équipements, les dossiers sont conservés pour une période de douze mois après la date de la transaction et conservés sur ruban d'appui pour une période additionnelle de quatre ans. Lorsque le dossier est désigné comme ayant une valeur archivistique ou historique, il est transféré sous le contrôle des Archives nationales du Canada; lorsque le dossier n'est pas ainsi désigné, il est détruit. ***No. APC :*** 78-001 ***Renvoi au dossier # :*** GRC GRC 918 ***Enregistrement (SCT) :*** 001019 ***Numéro de fichier :*** GRC PPE 807

Dossiers de service des membres de la GRC
Description : Ce fichier renferme des renseignements qui donnent un aperçu chronologique de la carrière du membre. Les dossiers contiennent les documents relatifs aux demandes d'emploi et d'engagement, les avis de mutation et de changement, les certificats personnels, des renseignements sur les assurances, les déclarations de blessures et d'incapacité des membres et des témoins, les pensions, les lettres de nomination et de licenciement, le certificat de triage sécuritaire ainsi que le numéro d'assurance sociale (NAS), obtenu des lois fédérales, pour l'administration du Régime de pensions du Canada, de la Loi sur l'assurance-chômage et de la Loi de l'impôt sur le revenu. Pour avoir le droit de consulter les dossiers qui les concernent, les intéressés doivent se conformer aux exigences qui figurent sur le formulaire de demande d'accès à des renseignements personnels et doivent également indiquer leurs nom, prénoms et numéro matricule. Les membres actifs doivent indiquer l'endroit où les renseignements auxquels ils désirent avoir accès peuvent être conservés. Les personnes qui veulent obtenir des renseignements particuliers doivent indiquer les documents qu'elles désirent consulter afin de faciliter l'acheminement de leur demande. ***Catégorie de personnes :*** Personnes qui ont été ou qui sont actuellement à l'emploi de la Gendarmerie royale du Canada comme membres réguliers, membres spéciaux, membres civils ou membres de la réserve. ***But :*** Ce fichier a pour but de consigner des renseignements, y compris les numéros d'assurance sociale qui sont utilisés au niveau de l'administration interne de la Gendarmerie royale du Canada et de son régime d'avantages sociaux. ***Usages compatibles :*** Ces renseignements peuvent être utilisés aux fins de la recherche, de la planification, de l'évaluation et des statistiques ainsi que pour le couplage des données dans les fichiers suivant : GRC PPU 070 (Dossiers des postulants); GRC PPU 090 (Distinctions et récompenses); GRC PPE 801 (Dossiers des membres de la GRC); GRC PPE 803 (Audiences des comités de promotion/mutation pour les membres de la GRC/dossiers d'affectation de personnel/audiences du conseil d'appréciation des aspirants officiers; GRC PPE 804 (Dossiers des griefs des membres de la GRC); GRC PPE 805 (Dossiers disciplinaires actifs et annulés des membres de la GRC; GRC PPE 806 (Dossiers sur la solde des membres de la GRC); GRC PPE 815 (Code régissant la conduite des membres de la GRC en ce qui concerne les conflits d'intérêts et l'après-mandat) GRC PPE 818 (Programme d'équité en matière d'emploi). Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. Ces renseignements sont transmis au ministère des Approvisionnements et Services pour ce qui est des fonds de pension et des demandes d'indemnités d'assurance. Ces dossiers sont conservés dans les fichiers de renseignements personnels du ministère des Approvisionnements et Services. Ils peuvent également être utilisés pour justifier les demandes d'indemnités pour incapacité en cas de blessure ou de décès survenu en cours de service, en vertu de l'article 27 de la Loi sur la pension de retraite de la GRC, ou de l'article 5 de la Loi sur la continuation des pensions de la GRC. Les

Commissaire ou son délégué. ***But :*** Ce fichier a pour but de consigner des renseignements qui servent à choisir des candidats en vue de promotions et de nominations au grade d'officier, ainsi qu'à remplir des postes ainsi que dans la révision des griefs découlant de ces mesures. ***Usages compatibles :*** Ces renseignements peuvent également être utilisés aux fins de la recherche, de la planification, de l'évaluation et des statistiques ainsi que pour le couplage des données dans les fichiers suivant : GRC PPU 070 (Dossiers des postulants); GRC PPU 090 (Distinctions et récompenses); GRC PPE 801 (Dossiers des membres de la GRC); GRC PPE 802 (Dossiers de service des membres de la GRC); GRC PPE 804 (Dossiers des griefs des membres de la GRC); GRC PPE 805 (Dossiers disciplinaires actifs et annulés des membres de la GRC; GRC PPE 806 (Dossiers sur la solde des membres de la GRC); GRC PPE 815 (Code régissant la conduite des membres de la GRC en ce qui concerne les conflits d'intérêts et l'après-mandat) GRC PPE 818 (Programme d'équité en matière d'emploi). Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. ***Normes de conservation et de destruction :*** Les dossiers dans ce fichier sont conservés pendant un minimum de cinq ans après la date du dernier document. Lorsque le dossier est désigné comme ayant une valeur archivistique ou historique, il est transféré sous le contrôle des Archives nationales du Canada; lorsque le dossier n'est pas ainsi désigné, il est détruit. ***No. APC :*** 69-164 ***Renvoi au dossier # :*** GRC GRC 920 ***Enregistrement (SCT) :*** 001015 ***Numéro de fichier :*** GRC PPE 803

Auxiliaires de police

Description : Ce fichier renferme des renseignements personnels sur les personnes qui ont été ou qui sont présentement à l'emploi de la Gendarmerie royale du Canada comme auxiliaires de police. Ces renseignements portent sur l'embauche, le service et la cessation d'emploi des auxiliaires de police de la GRC. Le fichier peut aussi contenir des rapports d'activités et d'appréciation, ainsi que des renseignements relatifs au triage sécuritaire. Les personnes qui veulent consulter ce fichier doivent satisfaire aux exigences qui figurent sur la formule de demande d'accès à des renseignements personnels et indiquer leurs nom, prénoms, date de naissance, genre de travail et l'endroit où elles ont travaillé afin d'obtenir des renseignements pertinents. Les membres actifs doivent indiquer l'endroit où les renseignements auxquels ils désirent avoir accès peuvent être conservés. Les personnes qui désirent obtenir des renseignements particuliers doivent préciser les documents qu'elles veulent consulter afin de faciliter l'acheminement de leur demande. ***Catégorie de personnes :*** Personnes qui ont postulé et obtenu un emploi d'auxiliaire de police. ***But :*** Ce fichier a pour but de consigner des renseignements qui ont été recueillis dans le cadre de processus d'engagement des postulants à un poste d'auxiliaire de police. ***Usages compatibles :*** Ce fichier est utilisé pour prendre des décisions concernant la continuation du service au sein de la GRC. Les renseignements qu'il contient peuvent également servir aux fins de la recherche, de la planification, de l'évaluation et des statistiques ainsi que pour le couplage des données dans les fichiers suivant : GRC PPU 065 (Dossiers d'habilitation sécuritaire et relative à la fiabilité); GRC PPU 807 (Dossiers administratifs généraux de la GRC ainsi que le système d'entretien d'équipement. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. ***Normes de conservation et de destruction :*** Les dossiers que contient ce fichier sont conservés durant une période minimale de deux années civiles suivant la cessation d'emploi. Lorsque le dossier est désigné comme ayant une valeur archivistique ou historique, il est transféré sous le contrôle des Archives nationales du Canada; lorsque le dossier n'est pas ainsi désigné, il est détruit. ***No. APC :*** 69-164 ***Renvoi au dossier # :*** GRC GRC 918 ***Enregistrement (SCT) :*** 001021 ***Numéro de fichier :*** GRC PPE 809

Code régissant la conduite des membres de la GRC en ce qui concerne les conflits d'intérêts et l'après-mandat

Description : Ce fichier contient les demandes de participation à des activités extérieures selon les Consignes du Commissaire. Également inclus sont les rapports d'enquêtes et correspondance concernant les conflits réels ou potentiels, entre les intérêts privés et les fonctions et responsabilités officielles du membre. ***Catégorie de personnes :*** Tous les membres de la GRC. ***But :*** Ce fichier a pour but de relever les situations de conflits d'intérêts réels ou potentiels chez les membres de la G.R.C., de consigner les conflits d'intérêts potentiels. ***Usages compatibles :*** Les renseignements servent à régler les situations de conflits d'intérêts réels ou potentiels et à appuyer les décisions prises au sujet des mutations, des mesures disciplinaires et des cessations d'emploi si des conflits d'intérêts existent. Ils permettent aux agents désignés de déterminer si un ancien membre respecte les mesures d'observation de l'après-mandat qui lui sont applicables. Cette mesure influe sur la capacité du membre quant à sa façon de traiter avec l'ancien membre. On peut aussi se servir de cette information pour le couplage des données dans les fichiers suivant : GRC PPU 070 (Dossiers des postulants); GRC PPU 090 (Distinctions et récompenses); GRC PPE 801 (Dossiers des membres de la GRC); GRC PPE 802 (Dossiers de service des membres de la GRC); GRC PPE 803 (Audiences des comités de promotion/mutation pour les membres de la GRC/dossiers d'affectation de personnel/audiences du conseil d'appréciation des aspirants officiers; GRC PPE 804 (Dossiers des griefs des membres de la GRC); GRC PPE 805 (Dossiers disciplinaires actifs et annulés des membres de la GRC; GRC PPE 806 (Dossiers sur la solde des membres de la GRC); GRC PPE 818 (Programme d'équité en matière d'emploi). Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération

Enquêteur correctionnel Canada
Chapitre 66

NOTE : Les renseignements sur les employés du bureau de l'Enquêteur correctionnel Canada sont détenus par le ministère du Solliciteur général Canada.

Environnement Canada
Chapitre 67

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Autorisations sécuritaires

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Rémunération et avantages

Renseignements divulgués aux organismes d'enquête fédéraux

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Gendarmerie royale du Canada
Chapitre 68

Fichiers particuliers

Audiences des comités de promotion/mutation pour les membres de la GRC/dossiers d'affectation de personnel/audiences du conseil d'appréciation des aspirants officiers

Description : Ce fichier renferme des curriculum vitae, des indicateurs de rendement, des recommandations des comités de promotion/mutation ou des conseils d'évaluation, les résultats d'examens de promotion et/ou les résultats d'entrevues devant le comité de promotion, ou des renseignements sur les postes qui sont comblés, des tableaux de comparaison concernant la sélection du personnel et des descriptions de tâches. Afin d'avoir accès à ce fichier, les membres doivent se conformer aux exigences qui figurent sur le formulaire de demande d'accès à des renseignements personnels et indiquer leurs nom, prénoms et numéro matricule. Les membres actifs doivent aussi indiquer leur division. Les renseignements suivants concernant le poste pour lequel les mesures de dotation ont été prises sont également nécessaires : division/direction, Fonction, année et si possible Service. Pour les aspirants officiers, la date à laquelle le conseil d'appréciation des aspirants officiers a été tenu doit figurer. Les personnes qui veulent obtenir des renseignements particuliers doivent indiquer les documents qu'elle désirent consulter afin de faciliter l'acheminement de leur demande. Les renseignements contenus dans ce fichier peuvent être conservés dans des dossiers ou encore sous forme automatisé, par exemple, dans le système "Information sur les examens". ***Catégorie de personnes :*** Tous les gendarmes, les sous-officiers, les gendarmes spéciaux, les membres spéciaux et les membres civils qui ont écrit l'examen de promotion et/ou se sont présentés devant le comité de promotion ou qui ont été considérés pour une promotion ou une mutation latérale par les jurys des promotions/mutations et qui se sont présentés devant le conseil d'appréciation des aspirants officiers en tant que postulants au grade d'officier et tous les officiers, les membres civils et les gendarmes spéciaux, les membres spéciaux ou grade équivalant à celui d'un officier, qui ont été considérés pour de l'avancement par le

suivie). ***Catégorie de personnes :*** Dossiers et données sur tous les employés et employées actuels de DRHIC, soit indéterminés, termes plus de six mois, termes moins de six mois, plein temps et temps partiels. ***But :*** Les données ont été recueillies pour aider les gestionnaires à dresser leur plan des ressources humaines. ***Usages compatibles :*** Les données servent d'appoint aux fonctions du personnel telles que la planification et le développement des ressources humaines, les évaluations du rendement, la formation, la réinstallation, l'équité en matière d'emploi; el les servent aussi à la production de rapports de gestion (par exemple, sur les langues officielles, l'équité en matière d'emploi, les prévisions d'offre et de la demande de main-d'oeuvre, la formation prévue et achevée, un aperçu de l'âge et du nombre d'années de service de l'employé ou de l'employée projections de retraites possibles). ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant une minimum de deux ans. ***Enregistrement (SCT) :*** 003331 ***Numéro de fichier :*** DRHC PPE 812

Questionnaire sur le profil des employés de la Direction générale des programmes de la sécurité du revenu
Description : Le fichier contient des renseignements sur les fonctionnaires de la Direction générale des programmes de la sécurité du revenu, y compris leurs nom, classification d'emploi (groupe et niveau), langue maternelle officie lle et la formation académique. ***Catégorie de personnes :*** Les employés de la Direction générale des programmes de la sécurité du revenu. ***But :*** Le fichier a pour but de déterminer les personnes qui ont besoin de formation. ***Usages compatibles :*** La planification des ressources humaines. ***Normes de conservation et de destruction :*** Les fichiers sont conservés jusqu'à une période de deux ans suivant le départ de l'employé. **Note :** Ce fichier n'existera plus en 1995-1996. ***No. APC :*** 86-001 ***Enregistrement (SCT) :*** 003121 ***Numéro de fichier :*** DRHC PPE 815

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés
Autorisations sécuritaires
Cartes d'identification et laissez-passer
Code régissant les conflits d'intérêts et l'après-mandat
Dossier personnel d'un employé
Dotation
Évaluation du rendement
Formation et perfectionnement
Griefs
Harcèlement
Langues officielles
Mesures disciplinaires
Présences et congés
Programme d'équité en matière d'emploi
Rémunération et avantages
Sécurité et santé au travail
Stationnement
Voyages et réinstallations

Diversification de l'économie de l'ouest Canada

Chapitre 65

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés
Autorisations sécuritaires
Cartes d'identification et laissez-passer
Code régissant les conflits d'intérêts et l'après-mandat
Dossier personnel d'un employé
Dotation
Évaluation du rendement
Formation et perfectionnement
Griefs
Harcèlement
Langues officielles
Les accidents d'automobile, de bateau, d'embarcation et d'avion
Mesures disciplinaires
Présences et congés
Primes d'encouragement
Programme d'équité en matière d'emploi
Rémunération et avantages
Sécurité et santé au travail
Stationnement
Voyages et réinstallations

100 ans. ***No. APC :*** 69-089 Modif. 1 ***Enregistrement (SCT) :*** 000457 ***Numéro de fichier :*** DRHC PCE 701

Projet-pilote de gestion des incapacités fonctionnelles
Description : L'information contenue dans ce fichier inclue les renseignements obtenus des employé(e)s des Services correctionnels du Canada, Développement des ressources humaines Canada, Défense nationale et Travaux publics et services gouvernementaux, qui participent au projet-pilote de Gestion des incapacités fonctionnelles. L'information est obtenue des gestionnaires de cas des divers projets afin de préparer et mettre en application un plan individualisé de retour au travail pour cet employé(e). Ce plan spécifie les responsabilités de l'employeur, de l'employé, du médecin traitant et des autres prestataires de services engagés dans le processus de réadaptation et de retour au travail. Il peut aussi contenir un certificat d'un practicien médical compétant faisant état des capacités physiques ou mentales de l'individu(e). ***Catégorie de personnes :*** Les employé(e)s provenant d'institutions participantes qui ont subi une blessure ou une maladie et qui sont présentement dans leur démarche de réinsertion dans leur lieu de travail. ***But :*** Le but de ce fichier est d'aider les gestionnaires de cas à tester un programme pilote de gestion des incapacités fonctionnelles qui prévienne les incapacités fonctionnelles et aide les employé(e)s à reprendre le travail de façon rapide et sécuritaire après avoir subit une blessure ou une maladie. ***Usages compatibles :*** L'information contenue dans ce fichier servira à évaluer l'efficacité de la gestion des limitations fonctionnelles ainsi que du Projet pilote. ***Normes de conservation et de destruction :*** L'information ne sera pas retenue pour une période de plus de deux ans après la fin de l'activité reliée au retour au travail de l'employé(e). ***Renvoi au dossier # :*** DRHC CIM 025 ***Enregistrement (SCT) :*** 003410 ***Numéro de fichier :*** DRHC PCE 705

Fichiers particuliers

Étude et planification des carrières
Description : Ce fichier peut renfermer les documents suivants : au moins deux évaluations récentes, les imprimés relatifs à la planification de carrière, un résumé du Système d'information sur les ressources de gestion et un curric ulum vitae. ***Catégorie de personnes :*** Les données portent sur les employés de Développement des ressources humaines Canada. ***But :*** Ces renseignements seront utilisés dans le cadre du processus de l'étude et de la planification des carrières par les membres des comités s'attardant à ces questions de même que par les gestionnaires pour ce qui est des af fectations ou des détachements. Les membres de ces comités ont accès aux renseignements contenus dans le présent fichier, par l'entremise de l'agent de la planification des ressources humaines, ou par le Chef, Planification des ressources humaines et par l'intermédiaire des unités administratives appropriées. ***Usages compatibles :*** On peut utiliser ces renseignements afin de faire l'inventaire des candidats disponibles lors d'un processus de dotation et de relever le nom des candidats qui désirent obtenir des postes précis lorsque ces derniers deviennent vacants. On peut également utiliser ces renseignements pour établir les priorités et pour autoriser la formation et le développement nécessaires pour répondre aux besoins identifiés dans la planification des ressources humaines et pour les prévisions des analyses statistiques et pour les vérifications internes. Ils peuvent également être divulgués aux compagnies de recherche du secteur privé à des fins statistiques, de recherche, de planification et d'évaluation. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant cinq ans lorsqu'ils portent sur les chefs de section. ***Communiquer avec :*** Directeur, Division des services des opérations – Québec, Ressources humaines, DRHC, Place du Portage, Phase IV, 3e étage, Hull (Québec) K1A 0J9. ***Enregistrement (SCT) :*** 002006 ***Numéro de fichier :*** DRHC PPE 802

Programme informatisé sur la planification des ressources humaines
Description : Ce fichier informatisé a été conçu par les gestionnaires pour les aider à élaborer leur plan des ressources humaines. Il contient des donnés sur les postes de DRHIC, sur les employés et les employées, sur les mesures ou les ajustements en matière de dotation ainsi que la formation et le perfectionnement des employés et les employées. Les données sur les postes comprennent et le numéro du poste, le titre, le groupe et le niveau, l'indicateur d'exclusion, les exigences linguistiques, l'unité de travail et le lien hiérarchique (le numéro et le titre du poste du surveillant). Les données sur les employés et employées englobent la date de début dans la fonction publique, la date de naissance, l'adresse et le numéro de téléphone au domicile de l'employé ou de l'employée, le type d'emploi (plein temps, temps partiel, etc.), le titre et le numéro du poste, le lieu et le numéro de téléphone au travail, la capacité linguistique, les antécédents professionnels, les aspirations de carrière, la mobilité, historique sur la formation et le perfectionnement (y compris la formation et évaluation du rendement (ainsi qu'une date de rappel de la prochaine évaluation). Le système tient aussi compte des dates de début et de fin des situations intérimaires, des détachements et des affectations qui comprennent un système actif de rappel. Le module sur les mesures et les ajustements en matière de dotation fait le suivi des domaines qui, de l'avis du gestionnaire, exigeront un suivi quelconque pour s'assurer que les exigences opérationnelles sont satisfaites; ceci comprend les postes qui deviendront vacants suite aux congés d'invalidité de longue durée, à des congés de maternité, à des congés de soins et éducation d'enfants d'âge préscolaire, à des vacances prolongées et suite à toute autre situation qui nécessite un suivi. La module sur la formation et le perfectionnement note les cours disponibles, maintient une liste des employés et employées identifiés pour chaque cours suite au processus d'évaluation, en plus de la situation de la formation (proposée, approuvée,

canadiennes à tous les paliers du Ministère et les vérifie, tels que le SIF et le SIGME. ***Usages compatibles :*** L'information de ce fichier est utilisée pour la mise à jour et la réconciliation de fonds de données communs sur le personnel maintenu par le Système centralisé de la solde par ordinateur (SCSO) (MDN PPE 858), et elle est aussi acheminée au Quartier général de commandement strictement pour une mise à jour de leurs fonds de données. Le NAS est rassemblé conformément à la Loi de l'impôt sur le revenu, aux règles régissant le Plan de pension du Canada et la Loi de l'assurance chômage afin de gérer et d'administrer la solde des militaires et, conformément à la Loi électorale du Canada pour fournir annuellement des déclarations de résidence ordinaire aux membres du Parlement. Bien que le NAS fût utilisé depuis 1968 comme identificateur unique pour l'administration du personnel de tous les militaires des FC, le MDN a participé activement dans l'action du gouvernement afin d'éliminer l'utilisation non-légiférée du NAS et, l'a remplacé par un nouveau Numéro militaire (NM). Bien que le NAS sera conservé pour des raisons légales, son usage sera strictement limité. Le nouveau NM est utilisé dans toutes les applications non-légiférées telles l'administration de routine. Suite au processus de conversion, dans tous les cas, l'accès à la liste de renvoi du NAS et du NM sera très strictement contrôlé. ***Normes de conservation et de destruction :*** Les dossiers sont conservés indéfiniment. ***No. APC :*** 69-014 ***Renvoi au dossier # :*** MDN ACP 625 ***Enregistrement (SCT) :*** 000175 ***Numéro de fichier :*** MDN PPE 806

Système de garnison du personnel à Alert
Description : Le fichier du système de garnison du personnel à Alert renferme des renseignements personnels se reliant à la sélection du personnel en recherche des communications (Rsch Comm 291) à une affectation liée à la Station des Forces canadiennes Alert. Plus précisément, il comprend les genres de renseignements suivants : grade; numéro matricule; codes d'emploi militaire; qualifications spécifique; sexe; l'histoire individuelle des affectations liées; l'unité d'appartenance; et attestation de sécurité. ***Catégorie de personnes :*** Les membres militaires en recherche des communications du Ministère de la défense nationale. ***But :*** L'information est utilisée lors de l'affectation du personnel militaire à la Station des Forces canadiennes Alert. ***Usages compatibles :*** S'il est nécessaire de réaliser l'affectation à la Station des Forces canadiennes Alert sur une base à tour de rôle, cette information sera utilisée afin d'assurer que tout le personnel militaire est traité d'une façon juste et égale. Ceci se trouve de concert avec le but original des données. ***Normes de conservation et de destruction :*** Les dossiers sont gardés cinq ans après que le nom des membres a été enlevé de la liste d'éligibilité. ***Enregistrement (SCT) :*** 002856 ***Numéro de fichier :*** MDN PPE 871

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Langues officielles

Mesures disciplinaires

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Développement des ressources humaines Canada

Chapitre 64

Fichiers centraux

Dossiers sur l'indemnisation des employés de l'État
Description : Ce fichier renferme les documents suivants : le rapport de l'accident, les documents médicaux, les réclamations d'indemnisation, la correspondance et le registre des indemnités payées. ***Catégorie de personnes :*** Les employés de l'État et des sociétés de la Couronne constituent la catégorie des personnes visées par ce fichier. Une preuve d'identité peut être demandée avant de permettre la consultation des dossiers. ***But :*** Ce fichier a pour but d'enregistrer toutes les réclamations d'indemnisation en vertu de la Loi de l'indemnisation des employés de l'État. ***Usages compatibles :*** Ces dossiers servent à établir la validité des réclamations d'indemnisation et à déterminer le droit de l'employé à une indemnité. ***Normes de conservation et de destruction :*** Les dossiers sont détruits trois ans après la résolution de la réclamation et ensuite le dossier complet est microfilmé. Les microfilms sont retenus pour

différer leur pension jusqu'à leur retraite, leur mort ou le transfert de leur RRERM selon leur demande. ***No. APC :*** 69-014 ***Renvoi au dossier # :*** MDN BSP 385 ***Enregistrement (SCT) :*** 000171 ***Numéro de fichier :*** MDN PPE 802

Services d'information
Description : Ce fichier renferme les biographies des cadres supérieurs militaires et civils de la Défense nationale. Les personnes qui désirent consulter les dossiers du fichier doivent indiquer nom et prénoms, date de naissance, grade et code d'emploi militaire. ***Catégorie de personnes :*** Cadres supérieurs militaires et civils de la Défense nationale. ***But :*** Les renseignements contenus dans ce fichier servent de référence aux responsables des relations publiques dans l'exercice de leurs fonctions. ***Normes de conservation et de destruction :*** Les dossiers sont transférés au fichier MDN PPE 837 à la retraite. ***No. APC :*** 69-014 ***Renvoi au dossier # :*** MDN DSI 065 ***Enregistrement (SCT) :*** 000196 ***Numéro de fichier :*** MDN PPE 827

Services sociaux
Description : Ce fichier contient les renseignements notés par les travailleurs sociaux militaires au sujet de leurs clients. Tout militaire et les membres de sa famille immédiate à qui sont fournis des services sociaux sont inscrits dans ce fichier. Pour avoir accès aux documents pertinents, il faut fournir nom et prénoms, numéro de matricule, grade, code d'emploi militaire, endroit et date de(s) l'entrevue(s) en plus du nom de l'intervieweur du militaire en question (s'il y a lieu). ***Catégorie de personnes :*** Les membres des Forces canadiennes et les membres des leurs familles immédiates. ***But :*** Les renseignements consignés visent à aider le travailleur social dans ses activités professionnelles de traitement et de gestion de cas. ***Usages compatibles :*** Conformément à l'ordre du service de santé des Forces canadiennes 8-02, les renseignements des membres des Forces canadiennes et leurs personnes à charge régies par le Code de discipline militaire peuvent être divulgués au commandant, à une commission d'enquête ou une enquête sommaire menant une enquête sur un accident ou un événement qui a causé des blessures ou la mort d'une personne, aux policiers militaires et à des corps spéciaux d'enquêtes dans la conduite d'une enquête légale, aux autorités provinciales ou municipales selon les législations, et aux fins de poursuites judiciaires. ***Normes de conservation et de destruction :*** Les dossiers sont détruits après cinq années civiles, une fois qu'un cas est réglé. ***No. APC :*** 69-014 ***Renvoi au dossier # :*** MDN BSP 405 ***Enregistrement (SCT) :*** 000181 ***Numéro de fichier :*** MDN PPE 812

Système d'autorisation du réaménagement du personnel civil
Description : Le système d'autorisation du réaménagement du personnel civil est utilisé par trois membres de la direction du quartier général de la Défense nationale (QGDN) en vue de placer des employés dans des postes vacants. Le système permet d'utiliser un répertoire d'employés civils qualifiés qui sont touchés par le Programme de réaménagement des effectifs (PRE). L'utilisation du système permet de présenter le répertoire d'employés civils qualifiés aux gestionnaires avant qu'ils n'enclenchent le processus de dotation. Dans le cas des employés touchés par le PRE, déclarés excédentaires ou mis en disponibilité, le système capte les données de base suivantes: les données de base du personnel, le numéro du poste de l'employé, le code d'identification de l'unité, le lieu d'affectation de base, la catégorie d'emploi, les données sur les professions, les dates relatives à l'emploi et au réaménagement des effectifs, la mobilité, les compétences et les études ainsi que l'information sur la nouvelle nomination.. ***Catégorie de personnes :*** Les employés civils du ministère de la Défense nationale qui ont été touchés par la politique sur le réaménagement des effectifs. ***But :*** L'objectif est d'utiliser le système afin de contrôler les activités de réaménagement des effectifs et de produire des rapports statistiques. Ce système permet d'optimiser les occasions de placer dans des postes vacants les employés touchés par le PRE qui sont déclarés excédentaires ou mis en disponibilité. ***Usages compatibles :*** L'information est utilisés dans le but de satisfaire aux besoins de l'organisme, en leur fournissant des rapports statistiques sur le PRE. ***Normes de conservation et de destruction :*** Les dossiers seront gardés pendant une période indéfinie dans le but de fournir des rapports statistiques. ***Enregistrement (SCT) :*** 003660 ***Numéro de fichier :*** MDN PPE 895

Système d'information sur le personnel militaire
Description : Ce fichier renferme les sous-systèmes militaires du système des données du personnel intégré comprenant le Système d'information sur le personnel militaire (SIPM), et le Système d'information de la Réserve supplémentaire. Ils contiennent des données telles que le nom, le grade, le numéro de matricule, le sexe, la date et le lieu de naissance, la cote de sécurité, la confession religieuse, l'état civil, les personnes à charge, la catégorie médicale, la catégorie d'emploi militaire, le niveau de scolarité, la langue, le grade et les qualifications professionnelles, le lieu de service, le plan d'enrôlement et les antécédents de service des membres, anciens et actuels, de la Force régulière. On y trouve aussi l'adresse, à la libération, des anciens membres de la Force régulière ou l'adresse actuelle des membres de la Réserve supplémentaire. Des données semblables, mais moins circonstanciées, sont conservées pour tous les membres, anciens et actuels, de la Force de réserve. Les militaires en service actif de la Force régulière reçoivent, individuellement et périodiquement, un Sommaire bilingue des dossiers du personnel (SDP) qui donne un sommaire des données qui les concernent. Les dossiers de militaires libérés des Forces canadiennes ne font pas l'objet de modifications. Les dossiers sont retracés par le numéro de matricule. ***Catégorie de personnes :*** Les membres, anciens et actuels, des Forces canadiennes (Force régulière et Force de réserve). ***But :*** Ce fichier automatisé fournit des renseignements aux personnes s'occupant de la gestion ou de l'administration du personnel des Forces

Approvisionnements et Services ainsi qu'aux fins d'impôts du ministère du Revenu national (Impôt), conformément à la Loi de l'impôt sur le revenu. ***Normes de conservation et de destruction :*** Les suggestions acceptées qui aboutissent à une récompense de moins de 1 000 $ sont détruites après trois années civiles et les suggestions qui aboutissent à une récompense de plus de 1 000 $ sont détruites après cinq années civiles. Les suggestions rejetées sont détruites après trois années civiles. ***No. APC :*** 69-014 ***Renvoi au dossier # :*** MDN DSE 045 ***Enregistrement (SCT) :*** 000194 ***Numéro de fichier :*** MDN PPE 825

Rapports d'appréciation du rendement
Description : Ce fichier contient les rapports d'appréciation du personnel, les rapports de cours et, s'il y a lieu, les biographies, les photographies, les relevés des heures de vols, ainsi que les lettres de recommandation et de récompense. Les personnes qui désirent consulter ces dossiers doivent indiquer nom et prénoms, numéro matricule, grade, code d'emploi militaire et date de libération, s'il y a lieu. ***Catégorie de personnes :*** Les membres de la Force régulière et de la Force de réserve en service de réserve de classe «C». ***But :*** Ce fichier constitue un dossier du rendement. Il permet aux coordonnateurs de carrières et aux comités d'étude des promotions au mérite de déterminer, de façon continue, le mérite relatif et l'aptitude des divers candidats à être promus, à suivre des cours de formation, à être gardés dans les Forces, à changer de spécialité, à être reclassifiés, à être libérés. Il sert aussi de base à des décisions administratives relatives à la gestion du personnel. ***Normes de conservation et de destruction :*** Les dossiers du fichier sont conservés pendant un an après la libération du militaire, puis versés aux Archives nationales du Canada où il deviennent partie intégrante du fichier numéro APC PCE 720. ***No. APC :*** 69-014 ***Renvoi au dossier # :*** MDN CNS 520 ***Enregistrement (SCT) :*** 000206 ***Numéro de fichier :*** MDN PPE 838

Relevés de notes – officiers et aspirants officiers
Description : Ce fichier contient les résultats scolaires obtenus chaque année par les étudiants. Les dossiers sont gardés par le secrétaire général du collège et on peut y avoir accès en indiquant nom et prénoms, numéro matricule ou numéro du collège et l'année ou les années où le collège a été fréquenté. ***Catégorie de personnes :*** Les officiers et les élèves officiers qui fréquentent, ou ont fréquenté, un collège militaire canadien. ***But :*** Ce fichier a pour objet de tenir un dossier des résultats obtenus chaque année par les officiers et les élèves officiers qui fréquentent ou ont fréquenté un collège militaire canadien (CMC). Les dossiers servent à des fins administratives et statistiques et environ 1200 militaires en font l'objet chaque année. ***Normes de conservation et de destruction :*** Les dossiers sont conservés indéfiniment à des fins historiques. ***No. APC :*** 69-014 ***Renvoi au dossier # :*** MDN REI 370 ***Enregistrement (SCT) :*** 000212 ***Numéro de fichier :*** MDN PPE 844

Renseignements – Banque de données – Recherche psychotechnique des Forces canadiennes
Description : Ce fichier informatisé renferme des données sur les tests de sélection, le rendement de la formation et la situation professionnelle au sein des Forces canadiennes (FC) ainsi que des renseignements recueillis au cours de sondages effectués sur les candidats, l'attrition, le harcèlement et les conditions de service. Des données sont conservées à perpétuité sur les candidats des FC et sur les membres, anciens et actuels. Le numéro du candidat, le numéro matricule ou le code d'identification de l'URPFC peut être utilisé pour relier ou assortir les informations de ce fichier à celles du fichier MDN PPE 806 (Système d'information sur le personnel militaire MK 4) et avec le fichier POE 918 (Programme d'équité en matière d'emploi), à des fin communes aux deux fichiers et conformément au motif pour lequel elles avaient été recueillies. Les données ainsi assorties peuvent ensuite être conservées dans l'un ou l'autre fichier ou les deux. ***Catégorie de personnes :*** Les candidats à un poste dans les Forces canadiennes, les militaires du cadre actif, et les anciens membres des Forces canadiennes. ***But :*** Ce fichier de données informatisé fournit une base de données pour la recherche sur le personnel, c'est-à-dire pour la sélection professionnelle et les évaluations des programmes/politiques. ***Normes de conservation et de destruction :*** Les copies originales des formules d'évaluation des candidats CF 283 sont conservées pendant cinq ans, puis sous forme de microfiche pour une période indéfinie. Tous les autres documents sont détruits après une période de cinq ans. Les données automatiser sont conservées indéfiniment. ***No. APC :*** 69-014 ***Renvoi au dossier # :*** MDN BPP 360 ***Enregistrement (SCT) :*** 000184 ***Numéro de fichier :*** MDN PPE 815

Répertoire du personnel – Fonds non publics (FNP)
Description : Ce fichier contient le numéro d'assurance sociale, le nom, le sexe, la date de naissance, l'état civil, le lieu de travail, le salaire, la date d'emploi et les programmes d'avantages sociaux des Fonds non publics des employés. Ces dossiers se rapportent uniquement aux employés à plein temps et à temps partiel qualifiés des services des Fonds non publics. Pour les consulter, il faut indiquer son nom et ses prénoms et sa date de naissance. ***Catégorie de personnes :*** Les employés à plein temps et à temps partiel qualifiés des unités des Fonds non publics. ***But :*** Ces dossiers permettent de conserver les données fournies par les unités de l'administration du Régime d'assurance et de pension et pour des études statistiques. ***Usages compatibles :*** En vertu du Régime de pensions du Canada les documents à l'appui des versements de prestations et des retenues, y compris le numéro d'assurance sociale, sont fournis au ministère du Revenu national (Impôt). ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant trois années civiles après le départ des employés, à des fins statistiques seulement. Les dossiers sont conservés dans le cas des employés qui ont des droits acquis à une pension ou qui ont choisi de

régulière et Première Réserve ***But :*** Ce fichier contient toute la documentation nécessaire à la mise en oeuvre de la politique d'équité en matière d'emploi pour les Forces canadiennes. C'est grâce à ces renseignements qu'il est possible d'avoir toutes les données au sjuet des employés, présentées selon leur sexe et leur groupe cible (autochtones et dans certains cas, minorités visibles). Ces renseignements sont utilisés afin de réaliser un profil personnel des membres et de comparer la situation des membres des groupes cibles avec celles des autres groupes au sein des Forces canadiennes. Le numéro matricule ou le numéro de l'employé peut servir à établir un lien entre les renseignements contenus dans ce fichier et ceux conservés dans un autre fichier comprenant des renseignements sur les membres (par exemple, le système d'information pour la gestion du personnel). ***Usages compatibles :*** Les renseignements recueillis sont utilisés dans le cadre des programmes d'équité en matière d'emploi des Forces canadiennes afin de déterminer s'il y a discrimination systémique dans l'embauche, de l'éliminer s'il y a lieu et d'introduire des mesures temporaires spéciales qui permettront aux groupes cibles d'être admis et d'être représentés d'une manière équitable au sein des Forces canadiennes. Les renseignements peuvent également être utilisés à l'élaboration et la mise en oeuvre de politique relative à l'équité en matière d'emploi. Ces renseignements ne seront divulgués que sous forme de compilation statistique. Toutefois, s'il est possible d'identifier un ou des individus en raison d'un petit nombre en cause, ces statistique ne devraient pas être divulguées. ***Normes de conservation et de destruction :*** Les critères de destruction pour les documents contenus dans ce fichier n'ont pas encore été établis. ***Enregistrement (SCT) :*** 003342 ***Numéro de fichier :*** DND PPE 816

Programme de primes au mérite
Description : Ce fichier contient le règlement du Programme, des données personnelles sur les candidats proposés, des procès-verbaux des réunions, des statistiques et des états de service. Les personnes qui désirent consulter le fichier doivent indiquer leurs nom et prénoms, leur date de naissance, leur grade, leur catégorie d'emploi militaire, et la date à laquelle elles ont été nommées ou ont reçu la prime. ***Catégorie de personnes :*** Les militaires et les employés civils du ministère de la Défense nationale. ***But :*** Ce fichier a pour objet d'administrer le Programme de primes au mérite du ministère de la Défense nationale. Il sert au classement des candidats proposés pour la prime au mérite, dont le cas sera étudié par le Comité des primes au mérite et le Conseil des primes au mérite des commandements et des groupes du quartier général de la Défense nationale. ***Usages compatibles :*** Le numéro d'assurance sociale et l'adresse sont nécessaires pour un chèque de récompense commandé par l'entremise du ministère des Approvisionnements et Services ainsi qu'aux fins d'impôts du ministère du Revenu national (Impôt), conformément à la Loi de l'impôt sur le revenu. ***Normes de conservation et de destruction :*** Les dossiers sont détruits après trois années civiles. ***No. APC :*** 69-014 ***Renvoi au dossier # :*** MDN DSE 045 ***Enregistrement (SCT) :*** 000195 ***Numéro de fichier :*** MDN PPE 826

Programme de tests obligatoires de dépistage de drogues des Forces canadiennes
Description : ce fichier contient les résultats des test en laboratoire produit à partir des échantillons d'urine recueillis lors du Programme de tests obligatoires (des Forces canadiennes) de dépistage de drogues. Il contient tous les détails administratifs pertinents à chaque échantillon recueilli ainsi que les décisions administratives prises envers la carrière des membres qui en font la demande en fournissant leurs noms au complet incluant leurs initiales, leurs numéros matricules ainsi que la date et l'endroit où a eu lieu la cueillette (Code d'Identification d'Unité). ***Catégorie de personnes :*** Membres de la Force régulière et de la Réserve (en affectation à la Force régulière). ***But :*** Ce fichier servira à conserver les résultats de tests pour fins de statistiques qui serviront aussi de base à l'instauration d'un programme d'éducation préventive, de traitement, de réhabilitation et d'application. Les renseignements serviront aussi aux besoins administratifs prescrit dans le OAFC 19-21. ***Usages compatibles :*** Les renseignements relatifs aux résultats de tests positifs sont conservés par l'unité des tests obligatoires de dépistage de drogues. Les renseignements seront utilisés au sein du ministère seulement et seront partagés avec les conseillés médicaux/sociaux, les gérants de carrières, la police militaire et le Commandant du membre. Les renseignements serviront au Commandant afin de prendre les mesures administratives nécessaires touchant la carrière des membres conformément à la OAFC 19-21. ***Normes de conservation et de destruction :*** Les échantillons d'urine sont conservés au laboratoire où le test a eu lieu pour un an et toute documentation est conservée pour deux ans à moins d'une directive contraire du QGDN, et ensuite détruite. Les résultats de tests positifs sont conservés par l'unité des tests obligatoires de dépistage de drogues pour fin de statistique. ***No. APC :*** 69-014 ***Renvoi au dossier # :*** MDN PCA 630 ***Enregistrement (SCT) :*** 003172 ***Numéro de fichier :*** MDN PPE 890

Programme des primes à l'initiative
Description : Ce fichier contient le règlement du Programme, les documents relatifs à l'administration des initiatives, les procès-verbaux des réunions, les suggestions et les renseignements personnels fournis, ainsi que des données statistiques. Les personnes qui désirent le consulter doivent indiquer leurs nom et prénoms et le Comité des primes à l'initiative promoteur au niveau du Commandement ou de la Base, le numéro de dossier ou l'objet de la suggestion et la date à laquelle elles ont fait leur suggestion ou reçu la prime. ***Catégorie de personnes :*** Les militaires et les employés civils du Ministère. ***But :*** Ce fichier a pour objet d'administrer le Programme de primes à l'initiative du ministère de la Défense nationale. ***Usages compatibles :*** Le numéro d'assurance sociale et l'adresse sont nécessaires pour un chèque de récompense commandé par l'entremise du ministère des

Membres du personnel non officier – liste du total des points accumulés
Description : Ce fichier contient exclusivement des renseignements sur chaque individu : le code d'emploi militaire, le numéro séquentiel, le numéro matricule, le grade, le nom et les initiales, les dates d'enrôlement, de naissance et de libération, le total de points cumulatifs (pour chaque année débutant sept ans précédant la date de libération), pour une période de cinq ans, le pointage total, l'acceptation le rejet. Les personnes qui désirent consulter ces dossiers doivent indiquer le numéro matricule, le grade, le nom de famille ou celui antérieur (s'il y a lieu), le code d'emploi militaire ou le(s) code(s) des emplois militaires antérieur(s), (s'il y a lieu). ***Catégorie de personnes :*** Le personnel non officier des grades de caporal à adjudant-chef compris. ***But :*** Ce fichier a pour but de maintenir une liste du pointage cumulatif relatif à la période de service indéterminée pour le personnel non officier. Ces résultats font suite aux débats du comité de sélection convoqué annuellement pour évaluer le personnel non officier aux fins de service continu au-delà de leur date de libération. Cette liste comprend le pointage cumulatif pour une période de cinq ans et commence sept ans avant la date projetée de libération du personnel non officier et s'applique seulement aux militaires du rang servant sur un engagement de durée intermédiaire conformément avec l'ordre administratif des forces canadiennes 6-2. ***Normes de conservation et de destruction :*** Les dossiers sont conservés depuis 1989 et sont disponibles. Les dossiers sont versés aux Archives nationales du Canada, au centre des documents du personnel, un an après que le militaire cesse d'être membre du cadre actif des Forces canadiennes. Ces dossiers deviennent partie intégrante du fichier numéro APC PPE 718. ***No. APC :*** 69-014 ***Renvoi au dossier # :*** MDN CNS 520 ***Enregistrement (SCT) :*** 002335 ***Numéro de fichier :*** MDN PPE 870

Microdossier de documents du Quartier général
Description : Ce fichier contient des données obtenues lors de l'enrôlement et/ou lors de la mutation à la Force régulière comme le nom, numéro matricule, la religion, la date et la province de naissance, la citoyenneté, la province de naissance des parents, l'adresse au moment de l'enrôlement, des renseignements sur la langue, l'état civil au moment de l'enrôlement, le sexe et l'année de naissance des enfants à charge, la langue d'instruction préférée de ces derniers, des états de service (réserve), des preuves de changement de nom, le serment prêté ou l'affirmation solennelle prononcée au moment de l'enrôlement, et des protocoles d'entente. Il contient aussi des données obtenues lors de l'enrôlement ou de la mutation telles que le changement de nom. Pour consulter ce dossier, il faut indiquer le numéro matricule. ***Catégorie de personnes :*** Les membres des Forces canadiennes. ***But :*** Ce microdossier manuel est destiné à l'usage des personnes qui s'occupent de gestion du personnel ou d'administration du personnel de la Force régulière des Forces canadiennes. ***Normes de conservation et de destruction :*** Les dossiers sont gardés pendant une année à compter de la date de libération du militaire des Forces canadiennes, puis transférés au Centre national des documents du personnel aux Archives nationales du Canada où ils deviennent partie intégrante du fichier numéro APC PPE 718. ***No. APC :*** 69-014 ***Renvoi au dossier # :*** MDN ACP 625 ***Enregistrement (SCT) :*** 000219 ***Numéro de fichier :*** MDN PPE 855

Personnel militaire – dossier des griefs
Description : Ce fichier constitue un dossier des demandes de redressement de griefs et des décisions rendues à l'égard de ces griefs. Les dossiers sont classés selon le numéro matricule, le nom, le grade, le code d'emploi militaire de la personne concernée, et l'année du grief. ***Catégorie de personnes :*** Les membres des Forces canadiennes. ***But :*** Le fichier a pour objet d'enregistrer les demandes de redressement de griefs présentées conformément aux ordonnances et règlements établis en vertu de la Loi sur la Défense nationale ainsi que des décisions rendues à l'égard de ces griefs. ***Usages compatibles :*** L'enquête, par les Forces canadiennes, des plaintes portées en vertu de la Loi canadienne sur les droits de la personne, par la même personne qui a présenté le grief et ayant trait au même sujet. ***Normes de conservation et de destruction :*** Les dossiers sont détruits cinq ans après les dernières formalités administratives. ***No. APC :*** 69-014 ***Enregistrement (SCT) :*** 000200 ***Numéro de fichier :*** MDN PPE 831

Procès-verbaux des cours martiales
Description : Les procès-verbaux des cours martiales constituent un compte rendu exact de tous les témoignages, plaidoiries, décisions, verdicts et sentences des cours martiales, y compris les documents ayant servi de pièces justificatives. Les personnes qui désirent consulter ces dossiers doivent indiquer l'année et l'endroit où s'est réunie la cour martiale, ainsi que les nom et prénoms, et, s'il y a lieu, le rang de l'accusé. ***Catégorie de personnes :*** Le personnel militaire des Forces canadiennes, ainsi que les personnes justiciables au code de discipline militaire en vertu de l'article 60 de la Loi sur la défense nationale. ***But :*** Les dossiers sont gardés pour les cas où l'on fait appel des décisions au Tribunal d'appel des cours martiales et à la Cour suprême du Canada, et à des fins administratives. ***Normes de conservation et de destruction :*** Les dossiers ne sont jamais détruits. ***No. APC :*** 69-014 ***Renvoi au dossier # :*** MDN JAG 035 ***Enregistrement (SCT) :*** 000199 ***Numéro de fichier :*** MDN PPE 830

Programme d'équité en matière d'emploi pour les Forces canadiennes
Description : Ce fichier contient des renseignements personnels sur les membres, notamment sur leurs antécédents raciaux. Tous ces renseignements ont été recueillis au moyen de questionnaires. Les répondants doivent indiquer volontairement s'ils sont ou non, autochtones, ou s'ils font partie on non, d'une minorité visible. Le numéro matricule peut servir à identifier les membres lorsqu'il est nécessaire d'avoir ces indicatifs afin de pouvoir trouver le dossier de l'employé. ***Catégorie de personnes :*** Membres de la Force

professionnelle antérieure de la personne, les noms des remplaçants éventuels, les avantages financiers et les allocations d'études qui sont offertes dans le cadre du PRPC. ***Catégorie de personnes :*** Les employés civils du Ministère. ***But :*** Le but du Système d'information du personnel civil est de donner des renseignements aux gestionnaires du Ministère et aux agents du personnel afin de simplifier leur prises de décisions relatives à des questions du personnel. Il sert également à répondre aux demandes de renseignements précis au sujet du personnel, surtout lorsqu'il s'agit de renseignements protégés. ***Usages compatibles :*** L'information de ce fichier est utilisée pour la production des rapports aux gestionnaires afin de simplifier leurs prises de décisions relatives. ***Normes de conservation et de destruction :*** Les bandes magnétiques sont emmagasinées pendant cinq années, après quoi elles sont rayées du système. ***No. APC :*** 69-014 ***Renvoi au dossier # :*** MDN ACP 625 ***Enregistrement (SCT) :*** 000225 ***Numéro de fichier :*** MDN PPE 861

Les comités de révision/Procédés – Nominations des officiers supérieurs à un collège de commandement et d'état-major

Description : Ce fichier contient les résultats des comités convoqués et des procédés suivit pour étudier les nominations des officiers supérieurs, choisis pour un cours d'un collège de commandement et d'état-major. Les rapports du comité comprennent une liste des officiers choisis en premier et en second, ainsi que les comptes rendus, les observations et les conclusions. Les personnes qui désirent consulter ces dossiers doivent indiquer nom et prénoms, numéro matricule, grade, code d'emploi militaire et les détails relatifs au comité tels que l'année, l'endroit et le nom du Collège d'état-major. ***Catégorie de personnes :*** Les officiers des Forces canadiennes. ***But :*** Ce fichier sert à consigner les resultats d'un processus pour choisir les officiers qui sont aptes à suivre les cours du Collège d'état-major et de commandement. ***Usages compatibles :*** Ces dossiers sont utilisé pour choisir les officiers à suivre les cours du Collège d'état-major,et pour référence. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant deux ans pour fins statistiques, puis détruits. ***No. APC :*** 69-014 ***Renvoi au dossier # :*** MDN CNS 520 ***Enregistrement (SCT) :*** 000190 ***Numéro de fichier :*** MDN PPE 821

Les comités de sélection des programmes militaires de promotion au rang d'officier

Description : Ce fichier contient les dossiers sur les comités de sélection pour les programmes de promotion au rang d'officier suivants : formation universitaire – personnel non officier (PFUNO); spécial de promotion au rang d'officier (PSPRO); intégration – officiers sortis du rang (PIOSR); officiers en service limité (OSL), pour les années 1981, 1982 et 1983 seulement; formation des aspirants officiers militaire (PFAOM); et les nominations spéciales au cadre d'officiers (PNSCO), depuis 1986. Chaque dossier renferme les délibérations et les conclusions des jurys de sélection ainsi que les avis de décisions envoyés aux candidats. Pour consulter ces dossiers, il faut fournir son nom et ses prénoms, son numéro matricule, le grade, le code d'emploi militaire (au temps), et l'année de la demande, la nomination ou la sélection pour le programme exact. ***Catégorie de personnes :*** Personnel non officier des Forces canadiennes qui ont présenté une demande pour les : PFUNO, PSPRO, ou PFAOM; ayant été nommés pour les : OSL ou PIOSR; ou choisis pour le PNSCO. ***But :*** Ce fichier a pour but d'enregistrer les conclusions des jurys de sélection convoqués pour choisir les non officiers devant être promus officiers dans le cadre de chaque programme. ***Normes de conservation et de destruction :*** Les messages aux candidats (choisis ou non) sont détruits après deux ans. Toutefois, des copies sont conservées dans le fichier numéro MDN PPE 837. Les rapports du Comité sont conservés à des fins statistiques pendant 20 ans, puis détruits. ***No. APC :*** 69-014 ***Renvoi au dossier # :*** MDN CNS 520 ***Enregistrement (SCT) :*** 002272 ***Numéro de fichier :*** MDN PPE 847

Les postes civils de la Force de réserve

Description : Ce fichier comprend des renseignements sur les réservistes présentés sous forme de questionnaires dûment remplis comme le numéro de matricule, le nom, les années de scolarité, l'adhésion à un syndicat ou à une association professionnelle, les compétences linguistiques et d'autres renseignements non personnels au sujet de l'employeur civil des réservistes comme le nom de l'employeur et la nature de l'entreprise, si l'employeur fournit ou non des provisions ou des services au MDN ou aux pays membres de l'OTAN et le nombre d'employés de l'entreprise. Les personnes qui désirent consulter ces dossiers doivent indiquer le numéro de matricule, le grade, le nom, l'élément constitutif et l'unité de la Réserve. ***Catégorie de personnes :*** Les membres de la Force de réserve qui occupent un poste civil pouvant comporter une importance primordiale sur le chapitre de l'effort de guerre. ***But :*** Ce fichier a pour but d'identifier les réservistes qui occupent un poste civil ou un poste dans l'industrie que l'on juge essentiel à l'effort de guerre. Ces personnes pourraient donc être dans l'impossibilité de se libérer pour le service militaire actif en cas d'urgence nationale. Ces renseignements faciliteront l'élaboration d'un ensemble de directives officielles sur l'emploi dans la Réserve et ce, aussi bien en temps de paix qu'en temps de guerre, à l'égard des personnes qui occupent un poste dans certaines des catégories d'occupations civiles. ***Usages compatibles :*** Lorsqu'un réserviste est désigné pour occuper un poste clé militaire et qu'il occupe déjà un poste clé civil, le MDN et l'employeur pourront tenter de conclure une entente avec l'aide d'un représentant d'Emploi et Immigration Canada, à titre de médiateur. ***Normes de conservation et de destruction :*** Les dossiers seront détruits deux ans après les dernières formalités administratives. ***Enregistrement (SCT) :*** 002105 ***Numéro de fichier :*** MDN PPE 865

canadiennes et les employés civils du ministère. ***But :*** Ce fichier a pour but d'emmagasiner les renseignements nécessaires qui permettent le traitement de plaintes reliées au harcèlement au travail, il sert à établir s'il y a vraiment un cas de harcèlement et, dans l'affirmative, à déterminer les mesures appropriées, en particulier des mesures disciplinaires, pour mettre fin à cette situation. ***Usages compatibles :*** Étayer les décisions portant sur les mutations et les mesures disciplinaires pour les membres et les employés. Cette information peut être utiliser si le cas résultant dans un grief ou une plainte sur les droits de la personne. Afin d'appuyer le but du ministère qui est de maintenir le taux de fréquence de cas d'harcèlement à zéro, les résultats et les recommendations des enquêtes d'harcèlement peuvent être divulgués au plaignant(e) et à la personne accusée. Toutes mesures disciplinaires ou administratives prises contre une personne trouvée coupable peuvent aussi être divulgués au plaignant(e). ***Normes de conservation et de destruction :*** Les dossiers sont conservés deux ans après les formalités administratives. Ils sont ensuite détruits. ***Enregistrement (SCT) :*** 003005 ***Numéro de fichier :*** MDN PPE 875

Indemnités d'instruction des personnes à charge
Description : Cette banque des données comprend une base de données dans lesquelles on peut trouver de l'information concernant les indemnités d'éducation et autres indemnités de soins de santé connexes à l'égard des personnes à charge du personnel du MDN en service au Canada comme à l'extérieur du Canada. Cette information comprend le numéro matricule et le nom du personnel du MDN, nom(s) et date(s) de naissance des personnes à charge, lieu d'affectation, indemnités autorisées, ainsi que l'année scolaire pertinente à laquelle correspond l'indemnité. On peut avoir accès aux dossiers en indiquant le nom et le numéro matricule. On identifie les dossiers au moyen du numéro matricule et du nom du militaire du MDN, ainsi que les nom(s) et date(s) de naissance des personnes à charge. ***Catégorie de personnes :*** Membres des Forces canadiennes, personnel civil travaillant pour le MDN à l'extérieur du Canada, ainsi que les professeurs prêtés par les conseils scolaires municipaux du Canada recevant des indemnités. ***But :*** Cette banque a pour but de suivre les demandes d'indemnité, et autorisations, d'éducation et indemnités de soins de santé connexes à l'égard des personnes à charge du personnel du MDN servant au Canada comme à l'extérieur du Canada. ***Normes de conservation et de destruction :*** On garde les dossiers pendant 10 ans avant de les détruire. ***No. APC :*** 69-014 ***Renvoi au dossier # :*** MDN DPE 465 ***Enregistrement (SCT) :*** 003267 ***Numéro de fichier :*** MDN PPE 876

L'Assurance – Régime d'assurance-revenu militaire (RARM)
Description : On y trouve toutes les demandes des militaires de la Force régulière et de la Réserve en service de classe C concernant le Régime d'assurance-revenu militaire (RARM) et le Régime d'assurance des officiers généraux (RAOG). La compagnie d'assurance-vie Maritime détient le contrat de base. Le fichier contient aussi les avis de décès des membres des Forces canadiennes et les demandes de règlement présentées par les bénéficiaires. Les personnes qui désirent consulter ces dossiers doivent indiquer nom et prénoms, numéro matricule, date de naissance, grade et catégorie d'emploi militaire. ***Catégorie de personnes :*** Les membres de la Force régulière et de la Réserve en service de classe C, actuels ou anciens, des Forces canadiennes. ***But :*** Ce fichier contient les renseignements sur tous les membres, actuels et anciens, des Forces canadiennes, qui ont demandé une couverture du RARM et du RAOG ainsi que des renseignements relatifs au décès ou à l'invalidité des membres, actuels ou anciens, des Forces canadiennes qui sont bénéficiaires du RARM, y compris les données concernant les paiements accordés ou refusés. ***Normes de conservation et de destruction :*** Les dossiers sont détruits après sept années civiles suivant le décès ou l'annulation de la couverture. ***No. APC :*** 69-014 ***Renvoi au dossier # :*** MDN DRA 450 ***Enregistrement (SCT) :*** 000177 ***Numéro de fichier :*** MDN PPE 808

Le Système d'information du personnel civil
Description : Ce système était préalablement connu sous la rubrique du Système d'information du personnel civil. Le SIGPC est un système amélioré de gestion personnel interactif bilingue et national composé de neuf sous-systèmes intégrés qui supportent presque toutes les principales fonctions et opérations de l'environnement d'administration du personnel civil. Les neuf sous-systèmes sont: ÉTABLISSEMENT ET ORGANISATION: Ce sous-système tient à jour les données sur les postes, les unités et les sections; CLASSIFICATION: Ce sous-système tient à jour les enregistrements de classification tel que classe, points et coordination pertinent au poste; LANGUES OFFICIELLES: Ce sous-système tient à jour les données linguistiques sur les postes et les employées; DOTATION: Ce sous-système tient à jour les données sur la dotation (no de concours, processus, information fondamentales sur le candidat); RÉMUNÉRATION ET AVANTAGES SOCIAUX/CONGÉS: Le sous-système de rémunération et avantages sociaux tient à jour les données sur les employées tel que le nom, CIDP, classes, adresses, salaires, l'emploi. Le sous-système de congé tient à jour toutes sortes d'enregistrements de congés, par exemple les congés accumulés par l'employé(e); SÉCURITÉ: Ce sous-système tient à jour les données sur le niveau d'attestation de sécurité et des exigences d'un poste à cet égard; PLANIFICATION DES RESSOURCES HUMAINES: Ce sous-système tient à jour et assure le suivi des données sur les groupes visés par l'équité en matière d'emploi et les programmes de mesures spéciales, sur les détachements d'employés, sur la participation des employés aux programmes de perfectionnement spéciaux, sur les demandes d'attestation du poste et les employés utilisés pour le redressement des effectifs; et PROGRAMME DE RÉDUCTION DU PERSONNEL CIVIL (PRPC): contient les données relatives à ce programme, l'expérience

Dossiers sur les participants militaires aux études de troisième cycle
Description : Ce fichier contient des renseignements d'ordre personnel ou portant sur des cours de troisième cycle suivis par les officiers tels que nom(s), initiale(s), grade, groupe professionnel militaire et désignation, numéro matricule, numéro du dossier, numéro et date d'autorisation d'inscription, codes numériques "FMS/WCN" s'il s'agit des cours militaires donnés aux États-Unis, catégorie de l'établissement d'enseignement, nom et lieu de l'établissement, titre du cours, genre de programme, code de qualification spécialiste (CQS), poste visé au tableau d'effectif et de dotation, début et fin des cours, frais de scolarité, de livres et de fournitures des cours suivis, code de planification financière (catégorie de rapport général), numéro de référence pour demander l'autorisation d'inscription, message d'affectation, date de fin du service obligatoire, date d'affectation et date de la réception de la thèse. Les personnes qui veulent consulter les dossiers du fichier doivent indiquer leur nom(s) et prénom(s), numéro matricule, grade, groupe professionnel militaire, titre du cours et genre du programme, et nom et lieu de l'établissement de la formation. ***Catégorie de personnes :*** Les officiers parrainés par les Forces canadiennes et sélectionnés pour aller suivre des cours de troisième cycle ***But :*** Ce fichier sert à garder des renseignements administratifs concernant les officiers qui participent aux études de troisième cycle afin d'aider à la dotation des postes existants au tableau d'effectif par les militaires dont le profil professionnel correspond aux exigences des postes à combler. ***Normes de conservation et de destruction :*** À la fin de la formation du militaire, les dossiers sur support en papier sont versés aux fichiers de la banque de données (MDN PPE 837) des carrières du personnel militaire. Les dossiers informatisés sont conservés indéfiniment pour fins de statistiques. ***No. APC :*** 69-014 ***Renvoi au dossier # :*** MDN REI 370 ***Enregistrement (SCT) :*** 003269 ***Numéro de fichier :*** MDN PPE 878

Employés des Fonds non publics affectés à des bases et stations des Forces canadiennes
Description : Ce fichier contient des demandes d'emploi, des formules de congé, des fiches de rajustement de paye, des rapports d'appréciation, des questionnaires d'employés (y compris le numéro d'assurance sociale, le nom, la profession, la rémunération, l'état civil, le sexe, la date de naissance et la date d'emploi), et de la correspondance portant sur la carrière de l'employé. On peut avoir accès aux dossiers en indiquant le nom au complet, la date de naissance, la période d'emploi et le lieu d'emploi. ***Catégorie de personnes :*** Les employés des Fonds non publics affectés dans les Bases et Stations des Forces canadiennes et des personnes qui sont employées directement par le Directeur général des services du personnel. ***But :*** Ce fichier a pour but de conserver un dossier de la correspondance portant sur la carrière des employés du Fonds non public affectés dans les bases et stations des Forces canadiennes et de ceux qui sont employés directement par la Direction générale des services du personnel. Le fichier est utilisé pour examiner les mesures prises à l'endroit d'un employé, et pour déterminer l'aptitude d'un employé à une promotion, à une mutation ou au maintien à son poste. ***Usages compatibles :*** En vertu de la Loi de l'impôt sur le revenu et du Régime de pensions du Canada, les documents à l'appui des retenues sur la solde, y compris le numéro d'assurance sociale, sont fournis au ministère du Revenu national (Impôt). ***Normes de conservation et de destruction :*** Les dossiers sont détruits deux années civiles après la fin de l'emploi. ***No. APC :*** 69-014 ***Renvoi au dossier # :*** MDN BSP 385 ***Enregistrement (SCT) :*** 000172 ***Numéro de fichier :*** MDN PPE 803

Employés des Fonds non publics des Forces canadiennes – dossiers des demandes d'emploi et des programmes d'avantages sociaux
Description : Ce fichier contient les demandes d'emploi et les pièces de correspondance relatives aux postes supérieurs et aux fonctions de direction, les plaintes du personnel, les réponses et les demandes de renseignements des employés, et les réponses concernant les programmes d'avantages sociaux ou les conditions de travail. Les personnes concernées sont les employés des Fonds non publics du ministère. Les personnes qui désirent consulter le fichier doivent indiquer leur nom et leurs prénoms, leur date de naissance, leurs périodes d'emploi, le sujet et la date initiale du formulaire ou de la correspondance et en plus, le numéro de dossier (si connu). ***Catégorie de personnes :*** Les employés des Fonds non publics. ***But :*** Ce fichier sert à l'administration des employés des Fonds non publics. ***Usages compatibles :*** En vertu de la Loi sur le Régime de Pensions du Canada, les documents à l'appui des versements de prestations et des retenues, y compris le numéro d'assurance sociale, sont fournis au ministère du Revenu Canada (Impôt). ***Normes de conservation et de destruction :*** Les dossiers sont détruits après cinq années civiles. ***No. APC :*** 69-014 ***Renvoi au dossier # :*** MDN BSP 385 ***Enregistrement (SCT) :*** 000173 ***Numéro de fichier :*** MDN PPE 804

Harcèlement
Description : Ce fichier contient la correspondance concernant les plaintes et incidents reliés au harcèlement; les entrevues réalisées avec les plaignants et avec la personne qui a été supposément accusée de harcèlement; les entrevues avec les témoins des incidents; les sommations aux enquêtes faites par la direction; et les analyses des situations et les dossiers touchant les décisions prises au sujet d'incidents donnés. Ces renseignements doivent constituer un dossier distinct et ne pas être placés dans le dossier personnel. Lorsque, à la suite d'une enquête, on convient qu'il est nécessaire de prendre une mesure disciplinaire, les renseignements doivent être transférés des fiches de conduite pour les membres des Forces canadiennes et dans le fichier se reportant aux mesures disciplinaires pour des employés civils du ministère. ***Catégorie de personnes :*** Les membres des Forces

les personnes à leur charge. ***But :*** Les dossiers servent de matériel de référence pour le traitement médical et les décisions médicales ou administratives relatives aux carrières. ***Usages compatibles :*** Conformément à l'ordre du service de santé des Forces canadiennes 8-02, les renseignements des membres des Forces canadiennes et leurs personnes à charge régies par le Code de discipline militaire peuvent être divulgués au commandant, à une commission d'enquête ou une enquête sommaire menant une enquête sur un accident ou un événement qui a causé des blessures ou la mort d'une personne, aux policiers militaires et à des corps spéciaux d'enquêtes dans la conduite d'une enquête légale, aux autorités provinciales ou municipales selon les législations, et aux fins de poursuites judiciaires. ***Normes de conservation et de destruction :*** Un an après la date de libération de ce dernier, les dossiers sont transférés au Centre national des documents du personnel aux Archives nationales du Canada où ils deviennent partie intégrante du fichier numéro APC PCE 717. Les normes de conservation et de destruction des dossiers médicaux des dépendants seront conformés à la Loi sur les hôpitaux de la province où le dossier a été créé. Les normes de conservation et de destruction des dossiers médicaux des dépendants initiés à l'extérieur du Canada seront en accord avec la Loi sur les hôpitaux publics de l'Ontario. ***No. APC :*** 69-014 ***Renvoi au dossier # :*** MDN BSS 490 ***Enregistrement (SCT) :*** 000179 ***Numéro de fichier :*** MDN PPE 810

Dossiers personnels – Cadets de la marine, de l'armée et de l'air
Description : On y trouve les formulaires CF 1158, «Demande d'admission – Organismes de cadets», de la formule CF 910, – Déclaration de santé – Aspirants cadets, et CF1364, – Rapport de cours – Cadets de la marine, de l'armée et de l'air ainsi que des dossiers relatifs aux affectations, aux promotions, à la solde, aux cours de qualification et aux activités de cadets (emploi, cours, échange). On peut y avoir accès en donnant le nom au complet, la date de naissance, le numéro matricule, ainsi que le numéro, nom et emplacement du corps ou escadron de cadets. ***Catégorie de personnes :*** Les cadets de la marine, de l'armée et de l'air du Canada ***But :*** Ce fichier a pour but de conserver des renseignements sur les cadets de la marine, de l'armée et de l'air des Organismes de cadets du Canada comme on les définis dans les OR (Cadets), depuis leur enrôlement jusqu'à leur libération. Ces dossiers personnels sont utilisés aux fins de la gestion de la carrière des cadets. ***Usages compatibles :*** Le ministère du Revenu national (Impôt) a besoin, conformément à la Loi de l'impôt sur le revenu du numéro d'assurance sociale aux fins de l'impôt et de la solde. ***Normes de conservation et de destruction :*** Les corps ou escadrons de cadets conservent les dossiers pendant cinq ans après la date de libération. Les dossiers sont ensuite détruits. ***No. APC :*** 69-014 ***Renvoi au dossier # :*** MDN FRC 340 ***Enregistrement (SCT) :*** 000207 ***Numéro de fichier :*** MDN PPE 839

Dossiers sur le personnel – instruction
Description : Ce fichier contient des renseignements personnels sur les militaires, des compte rendus de leur rendement aux cours, de leur comportement et de leur tenue. Pour consulter ce fichier, il faut indiquer ses nom et prénom, numéro matricule, grade, code d'emploi militaire, le cours suivi et l'école fréquentée. ***Catégorie de personnes :*** Les membres des Forces canadiennes. ***But :*** Le fichier a pour objet de tenir des dossiers sur tous les militaires recevant une formation individuelle aux écoles des Forces canadiennes, exception faite des collèges militaires et des collèges d'état-major. Les dossiers permettent aux écoles des Forces canadiennes d'avoir accès à des renseignements sur les candidats et fournissent au personnel de ces écoles des données pertinentes qui servent à conseiller les participants et à préparer les comptes rendus finals. ***Normes de conservation et de destruction :*** Les dossiers sont détruits après deux ans, car les renseignements qu'ils contiennent figurent dans le compte rendu officiel sur le cours, que l'on garde dans le dossier des RAR (MDN PPE 838) du militaire pour le reste de sa carrière. Les écoles gardent les dossiers pendant un an, puis les envoient au bureau régional des Archives nationales du Canada, où ils sont conservés un an. Toutefois, les dossiers sur les aspirants officiers qui fréquentent l'école d'aspirants officiers des Forces canadiennes à Chilliwack sont gardés pendant huit mois puis envoyés au bureau régional des Archives nationales du Canada où ils sont conservés pendant trois ans dans le fichier numéro APC PCE 716. ***No. APC :*** 69-014 ***Renvoi au dossier # :*** MDN REI 370 ***Enregistrement (SCT) :*** 000210 ***Numéro de fichier :*** MDN PPE 842

Dossiers sur les participants au cours de commandement et d'état-major
Description : Le fichier contient des autobiographies, des renseignements personnels sur ces militaires et leur carrière, des évaluations des travaux écrits et oraux et les notes attribuées, des évaluations du rendement obtenu pendant des séances individuelles, des évaluations périodiques du rendement global et un état de toutes les entrevues régulières tenues avec le participant. Pour consulter ces données, il faut indiquer nom et prénoms, numéro matricule et grade/titre. ***Catégorie de personnes :*** Les officiers des Forces canadiennes, les employés civils du MDN et les officiers des pays alliés et étrangers en visite au Canada. ***But :*** Ce fichier a pour but de tenir un dossier temporaire sur le rendement observé des officiers des Forces canadiennes et des officiers de pays alliés et étrangers en visite au Canada qui suivent le cours de commandement et d'état-major d'une durée de dix mois qui se donne tous les ans. Le fichier contient également des documents servant à justifier l'évaluation de chaque étudiant. ***Usages compatibles :*** Le fichier contient également des documents servant à justifier l'évaluation de chaque étudiant. ***Normes de conservation et de destruction :*** Les dossiers sont détruits après une année. ***No. APC :*** 69-014 ***Renvoi au dossier # :*** MDN REI 370 ***Enregistrement (SCT) :*** 000211 ***Numéro de fichier :*** MDN PPE 843

programmes de carrière. ***Normes de conservation et de destruction :*** Un an après que le militaire cesse d'être membre du cadre actif des Forces canadiennes, les dossiers sont versés aux Archives nationales du Canada et au Centre national des documents du personnel. Ces dossiers deviennent partie intégrante du fichier numéro APC PCE 718. ***No. APC :*** 69-014 ***Renvoi au dossier # :*** MDN CNS 520 ***Enregistrement (SCT) :*** 000205 ***Numéro de fichier :*** MDN PPE 837

Dossiers de formation des officiers de sélection du personnel

Description : Ce fichier contient des renseignements sur les officiers de sélection du personnel des Forces canadiennes tels que les renseignements biographiques, rapports de fin de cours, rapports de formation sur le tas, diplômes, rapports de fin d'études supérieures, rapports de formation de spécialiste militaire et non militaire ainsi que les rapports concernant l'emploi spécial, lettres d'appréciation et messages d'affectation et d'avancement. Les personnes qui désirent consulter les dossiers du fichier doivent indiquer leur nom, grade et numéro matricule. ***Catégorie de personnes :*** Les officiers de sélection du personnel de la Force régulière et de la Réserve. ***But :*** Ce fichier aide à la sélection des membres pour fins de formation et de développement professionnel ainsi qu'à la sélection des membres ayant les qualités requises pour travailler à titre d'instructeur ou de surveillant. ***Normes de conservation et de destruction :*** Les dossiers sont conservés par le Ministère jusqu'à ce que l'individu ait atteint l'âge de retraite obligatoire ou le grade de lieutenant-colonel, puis sont détruits. ***No. APC :*** 69-014 ***Renvoi au dossier # :*** MDN CNS 520 ***Enregistrement (SCT) :*** 003268 ***Numéro de fichier :*** MDN PPE 877

Dossiers dentaires

Description : Ce fichier contient des évaluations de l'aptitude, pour ce qui a trait à l'état de leurs dents, des militaires du cadre actif des Forces canadiennes régulières à exercer leurs fonctions ainsi que des renseignements sur les soins dentaires qu'ils reçoivent. On y trouve des dossiers médicaux et dentaires; des commentaires, des avis, des informations sur des examens et des tests médicaux et dentaires spéciaux. Pendant la carrière du militaire, ses dossiers dentaires sont retenus par le détachement dentaire responsable du traitement qu'il suit. Pour consulter ces dossiers, il faut indiquer nom et prénoms, date de naissance, numéro matricule et grade. ***Catégorie de personnes :*** Les membres des Forces canadiennes. ***But :*** Les dossiers dentaires servent, de façon continue, pour la planification et la présentation des soins dentaires aux militaires durant toute leur carrière. Ils sont aussi utilisés à des fins d'identification médico-légale durant le service au sein des Forces canadiennes ou par la suite. ***Normes de conservation et de destruction :*** Un an après la date de libération des Forces canadiennes, les dossiers sont transférés au Centre national des documents du personnel aux Archives nationales du Canada où ils deviennent partie intégrante du fichier numéro APC PCE 717. ***No. APC :*** 69-014 ***Renvoi au dossier # :*** MDN DSD 510 ***Enregistrement (SCT) :*** 000180 ***Numéro de fichier :*** MDN PPE 811

Dossiers du Juge-avocat général/successions militaires

Description : Ce fichier contient le rapport sur l'enquête menée à l'unité sur la succession militaire, et la correspondance échangée ultérieurement avec l'unité sur le rassemblement et la répartition des biens de la succession. Il contient également un registre des pièces de correspondance échangées avec le bénéficiaire nommé dans le testament du défunt ou, s'il y a lieu, celles échangées avec l'exécuteur/administrateur du testament ou avec l'avocat représentant la succession. Le fichier contient également les dossiers financiers de l'avoir en espèces de la succession et des renseignements sur la disposition de cet avoir et des effets personnels. Pour consulter ce fichier, il faut indiquer nom et prénoms, numéro matricule et la date de décès du défunt. ***Catégorie de personnes :*** Les membres décédés de la Force régulière et de ceux de la Force de réserve qui ont fait du service de réserve classe «B» ou «C». ***But :*** Ce fichier a pour objet de documenter les mesures prises en vue d'administrer la succession militaire de membres décédés des Forces canadiennes. Seules les successions militaires de membres décédés de la Force régulière et de ceux de la Force de réserve qui ont fait du service de réserve classe «B» ou «C» font l'objet des dossiers de ce fichier. ***Normes de conservation et de destruction :*** Les dossiers sont gardés jusqu'à ce que l'avocat militaire s'occupant de la succession ait pris toutes les mesures nécessaires, puis ils sont transférés au Centre national des documents du personnel aux Archives nationales du Canada où ils deviennent partie intégrante du fichier numéro APC PCE 716. ***No. APC :*** 69-014 ***Renvoi au dossier # :*** MDN JAG 015 ***Enregistrement (SCT) :*** 000220 ***Numéro de fichier :*** MDN PPE 856

Dossiers médicaux

Description : Ce fichier contient les avis médicaux sur l'aptitude des membres des Forces canadiennes régulières à exercer leurs fonctions, ainsi que des rapports sur les traitements médicaux en cours y compris ceux des hôpitaux des Forces canadiennes. Pour ce qui concerne les militaires en poste dans certaines zones désignées ou appartenant à des unités isolées ou semi-isolées, il est possible que le fichier contienne des renseignements sur le traitement médical suivi par les personnes à la charge des militaires des Forces canadiennes. Le fichier renferme également des dossiers médicaux, des commentaires et des avis, et des données sur des examens et des tests spéciaux. Les personnes qui désirent les consulter doivent indiquer nom et prénoms, numéro matricule, grade, date de naissance, code d'emploi militaire et (s'il y a lieu) l'hôpital des Forces canadiennes avec les dates d'admission et de renvoi. Pour ce qui est des dossiers des personnes à charge, il faut indiquer le nom de ces dernières et celui du militaire en question, leur lien de parenté, ainsi que le numéro matricule du militaire. ***Catégorie de personnes :*** Les membres des Forces canadiennes et

par le numéro du dossier correspondant au délit commis ou à l'offense, et par la date de l'événement. L'information contenue dans le fichier peut être conservée sur des documents de papier, sur microfiches ou sur support informatique. Pour consulter ces dossiers, il faut indiquer son nom et prénoms, son numéro matricule (non obligatoire), le délit ou l'offense commis, l'endroit et la date. ***Catégorie de personnes :*** Les membres des Forces canadiennes et les employés civils du Ministère de la Défense nationale et le membres du public qui sont impliqués dans des situations criminelles sur les territoires de la Défense nationale. ***But :*** Ces renseignements sont utilisés par les autorités ministérielles aux fins d'administration du personnel, de mesures disciplinaires, d'enquête de sécurité et de crédibilité, pour les affectations, le service contenu, les appels, les poursuites civiles et criminelles, les enquêtes, la répression du crime, l'admissibilité au traitement médical, les pensions, l'indemnisation des blessures occasionnées par des actes criminels ainsi que pour la recherche, la planification, l'évaluation et les statistiques. ***Usages compatibles :*** L'information peut être partagée avec les agences d'investigation et les forces de l'ordre, au Canada et à l'étranger, pour fins d'administration ou d'application de la loi, et pour la détection, la prévention ou la répression du crime en général. ***Normes de conservation et de destruction :*** Les dossiers de cette banque tenue à l'extérieur du QGDN sont détruits 2 ans après la dernière utilisation administrative ou juridique, tandis que les dossiers tenus au QGDN sont transférés aux Archives nationales après 10 années civiles. Certains dossiers peuvent être retenus pour une période indéterminée, si jugés être des archives de valeur ou s'ils sont jugés être d'une valeur historique au ministère de la Défense nationale. ***No. APC :*** 69-014 ***Renvoi au dossier # :*** MDN RMS 085 ***Enregistrement (SCT) :*** 000203 ***Numéro de fichier :*** MDN PPE 835

Dossier personnel de l'escadron – Aspirants officiers
Description : Le dossier personnel de l'escadron contient des comptes rendus sur la formation scolaire et militaire reçue; des renseignements sur les réalisations du militaire, les récompenses reçues, les séances d'orientation qui ont eu lieu; des notes des orienteurs; des précisions sur les décisions administratives et disciplinaires prises. Pour consulter les dossiers du Collège militaire royal (CMR) du Royal Military College (RMC), et du Royal Roads Military College (RRMC), il faut indiquer nom et prénoms, numéro matricule ou le numéro du collège et les années où celui-ci a été fréquenté. Pour avoir accès aux dossiers il faut présenter des pièces d'identité valides pendant que le militaire fréquente ce collège. ***Catégorie de personnes :*** Les aspirants officiers qui fréquentent un collège militaire canadien. ***But :*** Ce fichier a pour but de tenir un dossier des progrès et réalisations militaires et scolaires des aspirants officiers qui fréquentent un collège militaire canadien (CMC). Les dossiers sont utilisés quotidiennement par les commandants d'escadron et environ 1500 militaires en font l'objet à tout moment donné. ***Normes de conservation et de destruction :*** Les dossiers sont conservés après l'obtention du diplôme tel qu'indiqué ci-dessous : détruits après deux ans par le RRMC; détruits après quatre ans par le CMR et conservés indéfiniment à des fins historiques par le RMC. ***No. APC :*** 69-014 ***Renvoi au dossier # :*** MDN REI 370 ***Enregistrement (SCT) :*** 000213 ***Numéro de fichier :*** MDN PPE 845

Dossier personnel permanent des coordonnateurs de carrières
Description : Ce fichier contient des copies de la correspondance et des documents ayant trait à la carrière des militaires, par exemple : enrôlement, service antérieur, curriculum vitae, certificats d'études ou relevés de notes, données sur les compétences linguistiques, lettres de référence, instructions sur l'affectation aux cours, formules de consentement à servir, état de service actuel, contrôle du personnel en vue d'une affectation (OAFC 20-50 annexe A) messages d'affectation et de service provisoire, avancement, réengagement (et plans de déroulement de carrière), décorations, changement de spécialité, préférences en fait de congés à l'âge de la retraite obligatoire, avis de libération projetée, instructions concernant la libération, et demandes personnelles de renseignements, documents médicaux comme les formules de mise en rapport et les fiches de décisions du Conseil médical de révision des carrières, les rapports de blessures, la formule CF 2088, des documents concernant l'attestation d'habilité de sécurité et de fiabilité (Programme de fiabilité du personnel), des rapports de mise en garde et de surveillance, les fiches de conduite, les condamnations pour infractions aux lois civiles (sauf lorsqu'un pardon a été accordé), les décisions des cours martiales, les demandes de prises en considération spéciales, les rapports de l'officier de sélection du personnel ainsi que du travailleur social de région, et les demandes d'affectation pour convenances personnelles. Pour ce qui concerne les métiers des armes de combat, on peut également trouver des déclarations, des documents relatifs aux changements d'insignes du régiment, des demandes et des autorisations selon le Programme de reclassement – Terre, des délégations de pouvoirs, des documents concernant les promotions et les recommandations de promotion, les ratifications, des dossiers de contrôle du personnel choisi en vue d'une affectation outre-mer ou d'une charge comme instructeur ou agent de recrutement, le choix d'uniforme, l'affiliation régimentaire s'il y a lieu; la division du port d'attache (s'il y a lieu), et les décisions et les recommandations du Comité de révision des carrières; les documents reliés au retrait du statut suppléant ou provisoire au réenrôlement. Les personnes qui désirent consulter les dossiers du fichier doivent indiquer leurs nom et prénoms, leur numéro matricule, leur grade, leur catégorie d'emploi militaire ainsi que la date de leur libération, s'il y a lieu. ***Catégorie de personnes :*** Les membres de l'élément régulier des Forces canadiennes. ***But :*** Ce fichier a pour objet d'enregistrer des renseignements importants relatifs à la carrière des membres à compter de leur enrôlement jusqu'à leur libération. Les dossiers personnels permanents des coordonnateurs de carrières servent à établir des

obligatoires. Pour consulter les dossiers de ce fichier, il faut indiquer nom et prénoms, numéro matricule, et numéro d'assurance sociale. ***Catégorie de personnes :*** Les membres des Forces canadiennes (Force régulière) et des militaires en service de réserve classe «C». ***But :*** Ce fichier a pour objet d'enregistrer les articles individuels de solde des membres des Forces canadiennes (Force régulière) et des militaires en service de réserve classe «C». Il permet au système centralisé de la solde par ordinateur de déterminer et d'enregistrer les montants de la solde revenant aux militaires et les déductions applicables. Les renseignements contenus dans ce fichier peuvent être utilisés aux fins de recherches statistiques, de planification, d'exécution et d'évaluation des politiques gouvernementales en matière de personnel, relatives à la solde et aux indemnités. ***Usages compatibles :*** En vertu de la Loi de l'impôt sur le revenu, de la Loi sur l'assurance-chômage et du Régime de pensions du Canada les documents à l'appui des retenues et de la solde, (y compris le numéro d'assurance sociale), sont fournis aux ministères des Approvisionnements et Services et du Revenu national (Impôt). ***Normes de conservation et de destruction :*** Les données du fichier central de la solde sont enregistrées sur microfilms à intervalles réguliers et détruits après 54 ans. Depuis 1976, ils sont conservés sur des disques/rubans et peuvent être accessible par ordinateur ***No. APC :*** 69-014 ***Renvoi au dossier # :*** MDN BDF 765 ***Enregistrement (SCT) :*** 000222 ***Numéro de fichier :*** MDN PPE 858

Dossier des empreintes digitales à la Défense nationale

Description : Ce fichier contient les renseignements suivants sur les membres des Forces canadiennes, sur les employés civils du Ministère et sur les membres des Forces alliées en service au Canada : empreintes digitales, numéro de la SED, numéro matricule/civil CID, nom, signature, sexe, date et lieu de naissance, date et lieu d'enrôlement, occupation ou métier, couleur des cheveux et des yeux, taille, poids, teint, cicatrices, amputations, taches de naissance, difformités, tatouages, date et lieu où ont été prises les empreintes digitales ainsi que les dates de tout emploi antérieur dans les Forces canadiennes, la Gendarmerie royale du Canada ou la Fonction publique. Les personnes qui désirent consulter ces dossiers doivent fournir leur nom, numéro matricule/civil (CID) et, comme preuve de leur identité, elles doivent également fournir leur empreinte digitale à l'encre noir. ***Catégorie de personnes :*** Les membres des Forces canadiennes; les employés civils du Ministère de la Défense nationale et les membres des Forces alliées en service au Canada. ***But :*** Ce fichier sert purement à fournir un moyen infaillible d'identification du personnel qui aurait pût avoir été victime de blessures sérieuses, d'amnésie ou de mort en temps de guerre ou de paix. Les empreintes digitales dans ce fichier peuvent également être utilisées par le Ministère pour les enquêtes relatives de sécurité et de fiabilité de ses employés. ***Usages compatibles :*** Les usages sont la vérification de l'identité du personnel et peut être utilisée pour les enquêtes de sécurité et de fiabilité de ses employés. ***Normes de conservation et de destruction :*** Les dossiers sont conservés par le Ministère pendant cinq ans suivant la libération; puis ils sont détruits. Les dossiers sur les personnes décédés sont détruites deux ans après la date du décès. Les empreintes digitales du personnel des Forces alliées sont détruites après l'expiration de la période d'affectation au Canada. ***No. APC :*** 69-014 ***Enregistrement (SCT) :*** 000170 ***Numéro de fichier :*** MDN PPE 801

Dossier des pensions

Description : Ce fichier contient des preuves de service antérieur, des formules de demande de pensions, des données concernant l'état civil de membres des Forces canadiennes et des personnes à leur charge, des renseignements et des pièces de correspondance touchant les pensions. Pour consulter ces dossiers, il faut indiquer nom et prénoms, et numéro matricule. ***Catégorie de personnes :*** Les membres des Forces canadiennes. ***But :*** Ce fichier sert à déterminer les prestations de retraite revenant aux membres des Forces canadiennes (Force régulière) au moment de leur libération. Les renseignements contenus dans ce fichier peuvent être utilisés aux fins de recherches statistiques, de planification, d'exécution et d'évaluation des politiques gouvernementales en matière de personnel, relatives aux pensions et à la retraite par limite d'âge. ***Usages compatibles :*** En vertu de la Loi de l'impôt sur le revenu, les documents à l'appui de l'admissibilité à la pension, y compris le numéro d'assurance sociale, sont fournis au ministère des Approvisionnements et Services (ASC PPE 701, Base de données du système des pensionnés) aux fins d'émission des chèques de pension ainsi qu'au ministère du Revenue national (Impôt) pour le fichier RCI PPU 005, Déclaration d'impôt sur le revenu des particuliers. ***Normes de conservation et de destruction :*** Les dossiers sont gardés par la Direction des Services de la solde, jusqu'à la libération du militaire puis ils sont envoyés au Centre des documents du personnel aux Archives nationales du Canada où ils deviennent partie intégrante du fichier numéro APC PCE 719. ***No. APC :*** 69-014 ***Renvoi au dossier # :*** MDN BDF 765 ***Enregistrement (SCT) :*** 000223 ***Numéro de fichier :*** MDN PPE 859

Dossier des procès-verbaux d'enquêtes de la police militaire

Description : Ce fichier contient de l'information personnelle sur des individus qui ont été impliqués dans un incident y compris une offense criminelle ou de sécurité, sur investigation par la police militaire. Aussi, le fichier conserve également les résultats des enquêtes autorisées. Il comprend des rapports d'investigations et des rapports d'incidents, des déclarations écrites, des registres, des photographies, des pièces à conviction, des cartes d'index, des listes de preuves, des télégrammes contenant de l'information sur l'investigation, des documents civils ou militaires de la cour, et toute autre correspondance ayant rapport à ces fins. Les personnes sont identifiées par leur numéro matricule, leur nom et initiales, date de naissance et le rapport dans lequel elles sont mentionnées est identifié

matricule, le nom, le numéro d'identification de détention, le lieu et les dates d'incarcération. ***Catégorie de personnes :*** Les personnes qui sont ou ont été incarcérées dans des prisons et des casernes de détention militaires. ***But :*** Ce fichier sert à contrôler les documents administratifs et juridiques relatifs à l'incarcération d'une personne, à inscrire toute mesure disciplinaire prise à son égard, à assurer le respect des politiques et modalités relatives à l'administration de l'incarcération d'un détenu, à faciliter le calcul de nombre de jours de remise obtenus par un détenu et à participer au processus de prise de décision relatif à ce nombre de jours. ***Normes de conservation et de destruction :*** Les documents que renferme ce fichier sont détruits deux ans après leur dernière utilisation administrative. ***No. APC :*** 69-014 ***Enregistrement (SCT) :*** 001765 ***Numéro de fichier :*** MDN PPE 863

Distinctions et récompenses militaires
Description : Ce fichier contient une liste du personnel ayant reçu des distinctions et récompenses militaires, à un certain nombre de cérémonies militaires concernant des navires, des édifices, la royauté, le gouverneur général, les citoyennetés d'honneur, et des activités connexes comme les cérémonies commémoratives de l'unité. Les personnes qui désirent consulter ces dossiers doivent indiquer nom et prénoms, date de naissance, grade et codes d'emplois militaires, date et événement en question. ***Catégorie de personnes :*** Les militaires des Forces canadiennes et les employés civils du Ministère. ***But :*** Ce fichier a pour but d'établir et de tenir un dossier des distinctions et récompenses décernées aux membres des Forces canadiennes, ainsi que d'un certain nombre d'activités liées aux cérémonies de la Défense nationale. ***Normes de conservation et de destruction :*** Les dossiers sont gardés pendant cinq années civiles, puis transférés aux Archives nationales du Canada où ils deviennent partie intégrante du fichier numéro APC PCE 716. ***No. APC :*** 69-014 ***Renvoi au dossier # :*** MDN DDC 420, MDN DDC 445 ***Enregistrement (SCT) :*** 000192 ***Numéro de fichier :*** MDN PPE 823

Dossier d'enquête sur la sécurité et vérification relative à la fiabilité
Description : Ce fichier contient des renseignements personnels, des casiers judiciaires, des analyses de sécurité des rapports d'enquête, des vérifications de solvabilité de la correspondance connexe, des documents générés par le Comité de révision des autorisations de sécurité et les appels logés du Comité de surveillance des activités de renseignements de sécurité. Les dossiers de vérification relatifs à la fiabilité s'appliquent à l'engagement du sein des FC/MDN. Ces dossiers contiennent des renseignements personnels traitant du sujet, sa famille immédiate, les noms et observations de ses employeurs précédents et leurs observations, les noms des personnes citées à titre de référence et leurs remarques et, dans la mesure du possible, les noms et occupations des associés et de ses contacts sociaux. Ce fichier renferme des renseignements personnels sur les personnes qui sont ou qui ont été soumises à des procédures de tirage sécuritaire relatives à l'engagement au sein du CF/MDN ou nécessitant l'accès à des renseignements et des biens protégés. Les renseignements contenus dans ce fichier servent à déterminer si une personne qui a accès à des renseignements protégés répond aux exigences de vérification sécuritaire. La vérification relative à la fiabilité vise à évaluer l'honnêteté, la loyauté et la discrétion de personnes qui ont accès à des renseignements délicats ou à des biens du gouvernement; ou accès à des sommes d'argent, des drogues et du matériel dangereux, ou qui sont responsables du bien-être de personnes sous garde ou sous surveillance. Les personnes qui veulent obtenir des renseignements particuliers doivent spécifier les documents qu'elles désirent consulter afin d'accélérer l'acheminement de leur demande. Les dossiers sont classés selon le nom de famille, les initiales et la date de naissance de l'individu. Cependant, la personne qui a quitté la Défense nationale avant 1990 doit aussi fournir son numéro d'assurance social. ***Catégorie de personnes :*** Les membres des Forces canadiennes et les employés du ministère (anciens et actuels). Conformément au processus de tirage et d'habilitation relative à la fiabilité, le fichier peut contenir des renseignements sur des personnes autres que celles faisant l'objet de l'évaluation de sécurité ou d'habilitation relative à la fiabilité. ***But :*** Ce fichier a pour objet de conserver des documents d'enquête servant à évaluer la loyauté envers le Canada et l'honnêteté d'une personne qui a eu ou doit avoir accès à des documents classifiés en vue de l'octroi d'une autorisation de sécurité ministérielle ainsi que des documents servant à évaluer l'honnêteté d'une personne, préalablement à l'engagement, afin que cette personne puisse avoir accès à des renseignements de nature délicate, à des biens de valeur, ou à du matériel dangereux dont elle assurerait la garde et la surveillance. ***Usages compatibles :*** Les données peuvent être utilisés dans le cadre de situations qui, pour des motifs raisonnables, constituent des menaces envers la sécurité du Canada ou du Ministère. Ils peuvent également être utilisés au cours d'enquêtes licites. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pour une période minimale de dix ans à compter de la date de la dernière action administrative au dossier ***No. APC :*** 69-014 ***Enregistrement (SCT) :*** 001782 ***Numéro de fichier :*** MDN PPE 834

Dossier des articles de la solde
Description : Ce fichier contient des données sur la solde et les indemnités touchées par les membres des Forces canadiennes (Force régulière) et des militaires en service de réserve (classe «C»), actuels et anciens, depuis 1947. On y trouve aussi les déductions comme l'impôt sur le revenu, les cotisations aux régimes de pension, au Régime du pension du Canada et les contributions à l'assurance chômage, aux régimes d'assurance-maladie et d'assurance-hospitalisation, les paiements figurant sur les feuilles d'émargement et ceux versés à des tiers par voie de délégation de solde, et y compris la documentation ayant trait aux versements

CEM (s'il y a lieu), la date initiale de toute période de prolongation de service (s'il y a lieu) et les dates de libération et de réengagement (s'il y a lieu). ***Catégorie de personnes :*** Les officiers des Forces canadiennes (Forces régulières). ***But :*** Ce fichier contient des renseignements personnels et les listes des officiers par ordre de mérite établies par les commissions d'étude des promotions des officiers. Ces 25 commissions se réunissent une fois par année pour évaluer les officiers par ordre de mérite en se basant sur leur rendement et leurs compétences. Les renseignements personnels et les listes des officiers par ordre de mérite servent à choisir les officiers qui seront promus ou participeront à des cours, à déterminer les aptitudes d'une personne pour un emploi ou à effectuer la conversion des engagements de service. Ils sont aussi utilisés par les commandants pour le développement professionnel et l'avancement de carrières. ***Normes de conservation et de destruction :*** Les dossiers sont conservés depuis 1979 et sont disponibles. Ceux-ci et les futurs dossiers seront conservés pour vingt (20) ans aux fins statistiques et de promotion, et détruits par la suite. ***No. APC :*** 69-014 ***Renvoi au dossier # :*** MDN CNS 520 ***Enregistrement (SCT) :*** 000208 ***Numéro de fichier :*** MDN PPE 840

Conseils médicaux de révision des carrières
Description : Ce fichier contient la catégorie médicale de la personne en question ainsi que les limitations d'emploi associées avec celle-ci, les recommandations des autorités médicales militaires, du Médecin-chef du Commandement, du Directeur des carrières militaires, le rapport de l'Agent de sélection (dans certains cas), renseignements personnels soumis par le membre, les recommandations des autorités militaires, un certificat médical préparé par le personnel du chef du Service de santé, ainsi que les décisions du conseil médical. Les personnes concernées sont invalides ou inaptes à exercer leurs fonctions. Le fichier inclut également les militaires aptes à s'acquitter de leurs fonctions, avec et sans restrictions. Pour consulter ces dossiers, il faut indiquer nom et prénoms, numéro matricule, grade, code d'emploi militaire, le sujet, date, mois et année du comité. ***Catégorie de personnes :*** Les membres des Forces canadiennes et les membres de la Force de réserve en service de réserve classe «C» du grade de major ou d'un grade inférieur. ***But :*** Ce fichier a pour but d'enregistrer les décisions prises par les conseils médicaux de révision des carrières convoqués pour décider des dispositions à prendre pour les membres de la Force régulière et de la Force de Réserve en service de réserve de classe «C» du grade de major ou d'un grade inférieur et dont la catégorie médicale est inférieure à celle requise pour exercer les fonctions de leur classification. ***Usages compatibles :*** Records historiques et référence ***Normes de conservation et de destruction :*** Les dossiers sont conservés en permanence uniquement à des fins statistiques et historiques. ***No. APC :*** 69-014 ***Renvoi au dossier # :*** MDN CNS 520 ***Enregistrement (SCT) :*** 000183 ***Numéro de fichier :*** MDN PPE 814

Demandes de renseignements adressées par des organismes d'enquête et réponses à ces demandes
Description : Ce fichier contient toutes les demandes de renseignements présentées au ministère de la Défense nationale par les organismes d'enquête énumérés à l'annexe II des règlements sur la protection des renseignements personnels conformément à l'alinéa 8(2) e) de la Loi sur la protection des renseignements personnels. Le fichier contient également les réponses à ces demandes ainsi que des renseignements concernant leur traitement. On peut y avoir accès en indiquant ses nom et prénoms, grade, classification ou code d'emploi militaire (s'il y a lieu). ***Catégorie de personnes :*** Les membres des Forces canadiennes et les employés civils du Ministère. ***But :*** Ce fichier a pour but de tenir un dossier de statistiques qui rend compte du nombre de demandes de renseignements reçues chaque année et présentées au Commissaire à la protection de la vie privée en vertu de l'alinéa 8(2) e) de la Loi sur la protection des renseignements personnels. ***Normes de conservation et de destruction :*** Les données contenues dans le fichier sont détruites après deux ans à compter de la date de la dernière pièce de correspondance concernant ces demandes. ***No. APC :*** 69-014 ***Renvoi au dossier # :*** MDN ACP 610 ***Enregistrement (SCT) :*** 000218 ***Numéro de fichier :*** MDN PPE 854

Désignation des personnes à charge supplémentaire, demandes d'un complément de rémunération et demandes de remboursement de frais médicaux ou de frais d'hospitalisation à l'extérieur du Canada
Description : Ce fichier contient des renseignements sur les caractéristiques de la personne à l'égard de laquelle la demande a été présentée. Pour repérer ces dossiers, il faut indiquer le nom de la personne à charge et sa date de naissance, celui du militaire ainsi que leur lien de parenté, les nom et prénoms du militaire, son numéro matricule, son grade et son code d'emploi militaire. ***Catégorie de personnes :*** Les membres des Forces canadiennes et les personnes à charge supplémentaire des membres. ***But :*** Ce fichier constitue un dossier sur les personnes à charge supplémentaire des membres des Forces canadiennes en poste à l'extérieur du Canada aux fins du remboursement des frais médicaux et des frais d'hospitalisation. ***Normes de conservation et de destruction :*** Les dossiers sont détruits après deux années civiles. ***No. APC :*** 69-014 ***Renvoi au dossier # :*** MDN DRA 450 ***Enregistrement (SCT) :*** 000178 ***Numéro de fichier :*** MDN PPE 809

Désignation des prisons militaires et des casernes de détention
Description : Ce fichier renferme les dossiers relatifs aux personnes qui ont été incarcérées dans des prisons et casernes de détention militaires. Le personnel de garde se sert de ces dossiers remplis à des fins administratives et de contrôle pendant l'incarcération d'une personne purgeant une peine. Parmi ces dossiers on retrouve ceux qui portent sur l'admission, la discipline, l'entretien des effets personnels, la remise de peine et la libération. On peut obtenir les dossiers en donnant le numéro

médecine, études en droit, études dentaires, études pharmaceutiques et études d'aumônier. Chaque dossier peut contenir les critères de sélection, les délibérations, les conclusions, les listes des officiers choisis, (le Programme d'études supérieures identifie la liste des officiers choisis pour suivre des études supérieures et la liste des officiers non choisis), les lettres de l'offre ou du refus aux candidats et les instructions d'affectation subséquentes. Il renferme uniquement des renseignements sur les officiers qui ont présenté une demande. Les personnes qui désirent consulter ces dossiers doivent indiquer leur nom et prénoms, grade, numéro matricule, code d'emploi militaire, programme en particulier et l'année où elles ont présenté leur demande. ***Catégorie de personnes :*** Les officiers des Forces canadiennes qui ont présenté une demande pour les programmes d'études énumérés. ***But :*** Ce fichier a pour but d'enregistrer les décisions du comité annuel de sélection des officiers s'étant portés candidats pour chaque programme d'études. ***Usages compatibles :*** Référence. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant trois années civiles aux fins d'études statistiques, puis sont détruits. ***No. APC :*** 69-014 ***Renvoi au dossier # :*** MDN CNS 520 ***Enregistrement (SCT) :*** 002273 ***Numéro de fichier :*** MDN PPE 848

Commissions d'enquête/enquêtes sommaires
Description : Ce fichier contient un compte rendu des délimitations du sujet des enquêtes, et les preuves fournies, les conclusions présentées et les recommandations faites par des commissions d'enquête ou par l'enquêteur. Les dossiers sont classés par incidents et endroits, et on peut y avoir accès en indiquant le numéro de matricule, le nom, le grade, le code d'emploi militaire de la personne en question, ainsi que le genre et l'année de l'incident. ***Catégorie de personnes :*** Les membres des Forces canadiennes. ***But :*** Ce fichier constitue un dossier sur les enquêtes ouvertes ou statuées par des autorités désignées selon les règlements et ordonnances. Ces enquêtes peuvent avoir pour but d'étudier toute question ayant trait à la conduite, à la discipline, à l'administration ou aux fonctions des Forces canadiennes, ou à tout commandement, formation, base, autre unité ou élément de ces dernières, ou toute question concernant un membre quelconque des Forces canadiennes. Il permet de définir le motif des enquêtes ainsi que les responsabilités des personnes concernées, et sert à déterminer les mesures correctives qui s'imposent. ***Normes de conservation et de destruction :*** Ces dossiers sont conservés pendant trois années civiles. Les dossiers d'enquêtes portant sur les blessures sont gardés jusqu'à la libération du militaire puis envoyés au Centre national des documents du personnel aux Archives nationales du Canada. Les dossiers d'enquêtes portant sur les décès sont gardés jusqu'à ce que les formalités administratives soient terminées; ils seront ensuite transférés aux Centre national des documents. Les dossiers deviennent partie intégrante du fichier numéro APC PCE 716 ou APC PCE 717. ***No. APC :*** 69-014 ***Enregistrement (SCT) :*** 000201 ***Numéro de fichier :*** MDN PPE 832

Conseil de promotion des membres du personnel non-officier – liste des candidats selon l'ordre de mérite
Description : Ce fichier contient exclusivement, pour chaque individu, le numéro matricule; le grade; le nom et les initiales; la classification; le code d'emploi militaire; la principale langue officielle; la langue seconde; les dates d'ancienneté, d'enrôlement, de naissance et de libération; le sexe (jusqu'en 1986 seulement); la note selon le mérite; la qualification et l'ancienneté dans le grade. Le dossier sert pour l'année de promotion pour laquelle il a été établi. Les dossiers d'un membre sont disponibles à celui-ci et/ou à son commandant sur demande par écrit du membre en donnant leur numéro matricule, le grade, les nom et prénom, ou le nom de famille précédent (s'il y a lieu), le code des emplois militaire ou le(s) code(s) des emplois militaires antérieur(s) (s'il y a lieu) et l'année de la promotion au grade actuel. ***Catégorie de personnes :*** Le personnel non-officier des grades de Caporal à Adjudant-maître des Forces canadiennes (Force régulière), inclusivement. Dans le cas du grade d'adjudant-chef, les renseignements sont disponibles jusqu'en 1986 seulement. ***But :*** Ce fichier a pour but de maintenir un état nominatif du personnel non-officier selon l'ordre de mérite établi par le Conseil de promotion du personnel non-officier. Le Conseil de promotion est convoqué annuellement pour évaluer le personnel non-officier utilisant un système fondé sur le rendement et les possibilités. Cette liste de mérite sert à sélectionner les candidats pour une promotion, un cours de formation, une conversion de période de service, un emploi et une formation spécialisée. ***Normes de conservation et de destruction :*** Depuis 1979, les dossiers sont conservés vingt ans à des fins statistiques, puis détruits. ***No. APC :*** 69-014 ***Renvoi au dossier # :*** MDN CNS 520 ***Enregistrement (SCT) :*** 000209 ***Numéro de fichier :*** MDN PPE 841

Conseil de promotion des officiers – liste des candidats selon l'ordre de mérite
Description : Le rapport de la Commission d'étude comprend entre autres une liste des officiers par ordre de mérite, et les renseignements suivants sur chaque officier : position sur la liste de mérite, numéro matricule, nom, initiales, classement, code des emplois militaires (CEM), grade actuel, anciennetés actuelle et précédente et date d'entrée dans la zone de promotion. S'il y a lieu, le rapport de la Commission d'étude renferme des renseignements personnels sous forme de conclusions et de recommandations. Ce fichier contient également les offres, l'acceptation ou le refus, d'une période d'engagement spécial de durée indéterminée et indéfinie (selon le cas). Les dossiers d'un membre sont disponibles à celui-ci et/ou à son commandant sur demande par écrit du membre en donnant le nom au complet de l'officier, son numéro matricule, son grade pour chaque année indiquée dans la demande, y compris la date de promotion à chaque grade, le ou les CEM antérieur(s) (s'il y a lieu), la date de changement de

Les autres dossiers sont éliminés. Les personnes qui désirent consulter le fichier doivent indiquer leurs nom et prénoms, numéro matricule, grade, code d'emploi militaire et l'unité. ***Catégorie de personnes :*** Les membres de la Force régulière et de la Force de réserve. ***But :*** Le fichier contient le double d'accompagnement des dossiers sur tous les membres du personnel de l'effectif à compter de la date d'engagement jusqu'à la libération. L'information de ce fichier est utilisée pour établir les états nominatifs du personnel de l'effectif aux unités. ***Usages compatibles :*** Conformément à la Loi électorale du Canada, les listes des électeurs des Forces canadiennes et de leurs électeurs à charge (y compris leurs numéros d'assurance sociale) sont établies à partir des déclarations de résidence ordinaire. Selon la Loi, les listes doivent être envoyées au Directeur général des élections après l'émission des brefs ordonnant la tenue d'une élection générale. Les états nominatifs sont produits à partir de l'information contenue dans ce fichier à chaque unité. ***Normes de conservation et de destruction :*** Un an après la date de libération du militaire, les dossiers sont transférés au Centre des documents du personnel aux Archives nationales du Canada. Les dossiers de la Force de réserve sont transférés au Centre des documents du personnel, trois ans après la libération. Les dossiers deviennent partie intégrante du fichier numéro APC PCE 716. ***No. APC :*** 69-014 ***Renvoi au dossier # :*** MDN CNS 520 ***Enregistrement (SCT) :*** 000204 ***Numéro de fichier :*** MDN PPE 836

Cartes d'identité et de contrôle d'accès
Description : Ce fichier renferme des renseignements tels que photographies, signatures et numéros matricules (NM) (militaires) / codes d'identification du dossier personnel (CIDP) (civils), noms et prénoms, dates de naissance, et groupes sanguins (des membres des FC). Il contient aussi des renseignements sur l'accès et la sortie du personnel en ce qui a trait à certaines installations du MDN. Les renseignements sont recueillis à l'aide de formulaires d'identification, de pièces de correspondance, de cassettes vidéo ou d'appareils de photographie instantanée. Ces renseignements sont conservés dans une base de données informatisées. On peut y avoir accès en fournissant son NM/CIDP et son nom complet. ***Catégorie de personnes :*** Les membres des FC et leurs personnes à charges (quand les membres des FC remplissent les fonctions d'Attachés), les employés civils de la Défense nationale, le personnel des forces alliées et leur personnes à charges, en poste au Canada. ***But :*** Ce fichier a pour but de garder les renseignements relatifs à l'émission et à l'annulation d'une carte d'identité et de contrôle d'accès. Pour des raisons de sûreté et de sécurité, ces renseignements sont utilisés en vue de surveiller l'accès aux installations et la sortie de celles-ci, et de garantir la sécurité du personnel et des biens du MDN. ***Usages compatibles :*** Émission de cartes d'identité et de contrôle d'accès. Ces renseignements peuvent servir à la préparation de rapports à des fins d'analyse statistiques ou d'enquête sur un incident. ***Normes de conservation et de destruction :*** Les renseignements sur l'accès aux installations du MDN et la sortie de celles-ci ne sont recueillis que pour des raisons de sûreté. Les renseignements recueillis durant les heures de bureau sont éliminés quotidiennement. Les renseignements recueillis après les heures de bureau sont gardés pendant deux ans à des fins d' enquêtes sur des incidents; puis ils sont détruits. Les données sur les personnes décédés sont détruites deux ans après la date du décès. Toutes les autres données sont gardées pendant cinq ans après la libération ou le départ de l'individu du Ministère; puis elles sont détruites. ***Enregistrement (SCT) :*** 003681 ***Numéro de fichier :*** MDN PPE 896

Code régissant les conflits d'intérêts et l'après-mandat – Militaire
Description : Ce fichier comprend le document attestant que les titulaires de charge publique comprennent le Code, des documents confidentiels indiquant les biens, les exigibilités et la participation à des activités extérieures selon les dispositions de l'OAFC 19-37, et peut contenir des rapports d'enquêtes et des pièces de correspondance concernant des conflits réels ou éventuels entre les intérêts privés ou les biens d'un militaire et ses fonctions et responsabilités officielles. Il peut aussi contenir des rapports et de la correspondance concernant des offres d'emploi concrets et éventuels. Pour consulter ce fichier, il faut donner les nom et prénoms, le numéro de matricule et le grade. ***Catégorie de personnes :*** Les militaires membres des Forces canadiennes régulières et les membres de la Réserve en période de service continu. ***But :*** Ce fichier renferme des renseignements nécessaires pour appliquer le Code régissant les conflits d'intérêts et l'après-mandat pour les personnes titulaires d'une charge publique au sein des Forces canadiennes; il a également pour objet de tenir un registre des conflits d'intérêts éventuels et de leur règlement, ou de toute mesure d'observation d'après-mandat. ***Usages compatibles :*** Les renseignements du fichier servent également à résoudre des conflits d'intérêts réels et éventuels, et à appuyer les décisions prises au sujet des mutations, des mesures disciplinaires et des cessations d'emploi si des conflits d'intérêts existent. Ils permettent aux agents désignés de déterminer si un ancien membre respecte les mesures d'observation d'après-mandat qui lui sont applicables. Cela influe sur la capacité courante d'un titulaire de charge publique quant à la manière de traiter avec l'ancien membre. ***Normes de conservation et de destruction :*** Le Ministère conserve ces documents pendant la durée d'emploi, plus deux ans, après quoi les documents sont détruits. ***No. APC :*** 85-001 ***Renvoi au dossier # :*** MDN CNS 520 ***Enregistrement (SCT) :*** 001966 ***Numéro de fichier :*** MDN PPE 864

Comité de sélection des officiers – Programmes de perfectionnement universitaire et de formation de spécialistes
Description : Ce fichier contient les dossiers sur les comités annuels de sélection pour les programmes d'études suivants : études supérieures, formation universitaire (officiers), programme militaire d'études en

Langues officielles
Présences et congés
Rémunération et avantages
Sécurité et santé au travail
Stationnement
Voyages et réinstallations

Corporation commerciale canadienne
Chapitre 62

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés
Autorisations sécuritaires
Cartes d'identification et laissez-passer
Code régissant les conflits d'intérêts et l'après-mandat
Dossier personnel d'un employé
Dotation
Évaluation du rendement
Formation et perfectionnement
Griefs
Harcèlement
Langues officielles
Mesures disciplinaires
Présences et congés
Programme d'équité en matière d'emploi
Rémunération et avantages
Sécurité et santé au travail
Stationnement
Voyages et réinstallations

Défense nationale
Chapitre 63

Fichiers particuliers

Assistance judiciaire aux membres des Forces canadiennes
Description : Chaque dossier dans ce fichier contient normalement un bref énoncé du problème judiciaire en question et des avis donnés ou des mesures prises à l'égard de ce problème. La plupart des dossiers concernent des cas où une entrevue a été tenue avec le militaire qui nécessite les services d'un avocat. Pour consulter ce fichier, il faut indiquer ses nom et prénoms, son numéro matricule et le lieu de l'entrevue. ***Catégorie de personnes :*** Les membres des Forces canadiennes et des militaires américains en poste au Canada. ***But :*** Ce fichier a pour objet de documenter la prestation de services de consultation personnels par des avocats militaires des Forces canadiennes aux membres des Forces canadiennes et à des militaires américains en poste au Canada. ***Normes de conservation et de destruction :*** Les dossiers sont détruits après deux ans. ***No. APC :*** 69-014 ***Renvoi au dossier # :*** MDN JAG 015 ***Enregistrement (SCT) :*** 000221 ***Numéro de fichier :*** MDN PPE 857

Aumônerie militaire
Description : Ce fichier contient les dossiers des aumôniers des Forces canadiennes ainsi que des pièces de correspondance sur des sujets qui les concernent ou les intéressent. Pour y avoir accès, il faut indiquer nom et prénoms, numéro matricule, grade et religion. ***Catégorie de personnes :*** Les aumôniers des Forces canadiennes. ***But :*** Ces documents servent de guide pour toute décision ayant trait aux aumôniers ou à leur travail. ***Normes de conservation et de destruction :*** Les dossiers sont détruits après trois ans. ***No. APC :*** 69-014 ***Renvoi au dossier # :*** MDN AGP 470, MDN AGC 485 ***Enregistrement (SCT) :*** 000176 ***Numéro de fichier :*** MDN PPE 807

Banque du personnel militaire des unités
Description : Ce fichier contient des documents sur l'enrôlement, des certificats de naissance et de mariage, des actes de séparation, des jugements en matière de divorce (provisoires et définitifs), des rapports de cours, des fiches de conduite, des renseignements généraux sur l'emploi, des déclarations de résidence ordinaire, des enveloppes d'évaluation de conditionnement physique, dossier des emplois à l'unité (DEU), et peu contenir les rapports d'appréciation du rendement de la Force de réserve et la documentation ayant trait aux versements obligatoires. Les dossiers n'ayant pas été remplacés et qui sont utilisés pour la gestion du personnel sont gardés pendant toute la durée de la carrière du militaire.

Accidents d'automobile, de bateau, d'embarcation et d'avion
Aide aux employés
Autorisations sécuritaires
Cartes d'identification et laissez-passer
Dossier personnel d'un employé
Formation et perfectionnement
Griefs
Harcèlement
Langues officielles
Mesures disciplinaires
Présences et congés
Rémunération et avantages
Sécurité et santé au travail
Stationnement
Vérification de la fiabilité
Voyages et réinstallations

Conseil national des produits agricoles
Chapitre 60

Une partie des renseignements sur les employés du Conseil national des produits agricoles est détenue par Agriculture Canada.

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Cartes d'identification et laissez-passer
Code régissant les conflits d'intérêts et l'après-mandat
Évaluation du rendement
Harcèlement
Langues officielles
Mesures disciplinaires
Présences et congés
Primes d'encouragement
Rémunération et avantages
Sécurité et santé au travail
Stationnement

Construction de Défense Canada
Chapitre 61

Fichiers particuliers

Conflits d'intérêts
Description : Ce fichier contient des divulgations volontaires faites par les employés concernant des situations potentielles de conflit d'intérêt, des rapports d'enquête, ainsi que la correspondance concernant les conflits d'intérêt potentiels et réels entre les fonctions officielles des employés et leurs intérêts privés ou les valeurs immobilières qu'ils possèdent. ***Catégorie de personnes :*** Employés de Construction de la défense. ***But :*** Ce fichier contient des renseignements concernant des situations de conflit d'intérêt potentiel ou réel pour les employés des ministères et organismes fédéraux. Il sert à consigner les conflits d'intérêt potentiels et à résoudre les situations réelles de conflit d'intérêt. ***Usages compatibles :*** Étayer les décisions touchant les mutations, les mesures disciplinaires et la fin d'emploi. ***Normes de conservation et de destruction :*** Les dossiers sont détruits deux ans après que la situation reliée à un conflit d'intérêt potentiel est réglée ou que l'on a résolu le cas où il y avait effectivement conflit. ***No. APC :*** 85-001 ***Enregistrement (SCT) :*** 000693 ***Numéro de fichier :*** CDL PPE 801

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion
Aide aux employés
Autorisations sécuritaires
Cartes d'identification et laissez-passer
Dossier personnel d'un employé
Dotation
Évaluation du rendement
Formation et perfectionnement

d'évaluation provenant des comités de dotation en personnel; les examens et les résultats d'examens; les listes d'admissibilité; les offres d'emploi; les avis destinés aux candidats; et la correspondance relative à la dotation faite par divers moyens, notamment par voie de concours et à l'aide du répertoire des ressources humaines. On trouve dans les dossiers du fichier une grande variété de renseignements personnels qui peuvent porter sur l'âge, le sexe et le niveau des études. On peut également trouver des avis relatifs à des décisions de dotation dans le dossier personnel d'un employé. ***Catégorie de personnes :*** Employés du Conseil national de recherches. ***But :*** Ce fichier contient les renseignements qui sont utilisés pour la dotation de postes au sein du Conseil national de recherches. ***Usages compatibles :*** Les renseignements peuvent aussi être utilisés pour la sélection de candidats pour le Programme de détachement du Conseil. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant deux ans après la dernière action administrative et sont ensuite détruits. ***No. APC :*** 86-001 ***Renvoi au dossier # :*** CNR PSA 745 ***Enregistrement (SCT) :*** 002438 ***Numéro de fichier :*** CNRC PPE 804

Évaluation du rendement
Description : Ce fichier contient des évaluations, des rapports et de la correspondance concernant le rendement de l'employé au travail (habiletés, aptitudes, réalisations et intérêts). ***Catégorie de personnes :*** Employés du Conseil national de recherches du Canada. ***But :*** Ce fichier contient des renseignements concernant le niveau de rendement de chacun des employés du Conseil national de recherches. Il vise à déterminer le rendement de chacun des employés, notamment en ce qui a trait à la nécessité de donner des cours de formation et de perfectionnement, aux approbations de la rémunération au rendement, aux augmentations annuelles, au maintien en fonction, et au licenciement au cours d'une période probatoire d'emploi pour une durée déterminée. ***Usages compatibles :*** Les renseignements servent également à étayer les décisions ayant trait aux promotions, aux mutations, aux rétrogradations, à l'aide aux employés, aux mesures disciplinaires et à la fin de l'emploi. ***Normes de conservation et de destruction :*** Les dossiers doivent être conservés pendant une période de cinq ans. Après cette période, les dossiers sont détruits. ***No. APC :*** 85-001 ***Enregistrement (SCT) :*** 002201 ***Numéro de fichier :*** CNRC PPE 803

Intégrité scientifique – Enquêtes
Description : Ce fichier contient des données d'enquêtes sur de présumés manquements à l'éthique de la recherche scientifique commis par des employés du CNRC; notes d'entrevue, attestations de témoins; opinions juridiques, notes d'enquête sur de possibles manquements et rapports d'analyse de ces enquêtes; correspondance; documents de référence; procès-verbaux de réunions du comité d'enquête. ***Catégorie de personnes :*** Employés du Conseil national de recherches du Canada. ***But :*** Ce fichier permet de conserver l'information à laquelle on a recours pour déterminer s'il y a lieu de prendre des mesures disciplinaires et pour établir la nature de ces mesures, en cas de manquement à l'éthique de la recherche scientifique. Les dossiers sont également conservés pour les procédures d'appel et autres. ***Usages compatibles :*** Faciliter les décisions concernant les mesures disciplinaires que pourraient être prises à la suite d'une enquête. ***Normes de conservation et de destruction :*** Le Conseil national de recherches conserve les dossiers pour la durée de l'emploi et pendant deux années subséquentes, après quoi les dossiers sont détruits. ***No. APC :*** 86-001 ***Enregistrement (SCT) :*** 003699 ***Numéro de fichier :*** CNRC PPE 805

Programme d'équité en matière d'emploi
Description : Ce fichier contient des renseignements personnels sur les employés, notamment sur leurs études, leurs aspirations et leurs antécédents professionnels, leurs activités de formation et de perfectionnement. Ces données ont été recueillies au moyen d'entrevues ou compilés à partir des dossiers des employés ou des systèmes automatisés de traitement de l'information. Les répondants, qui sont libres de fournir ces renseignements, s'ils appartiennent à l'un des groupes désignés : hommes ou femmes, autochtones, personnes handicapées ou minorités visibles. Au besoin, un numéro peut servir à identifier l'employé afin de faciliter le repérage des dossiers. ***Catégorie de personnes :*** Employés du Conseil national de recherches du Canada. ***But :*** Ce fichier contient toute la documentation nécessaire à la mise en oeuvre du Programme d'équité en matière d'emploi. Les données recueillies permettent d'établir un profil des employés selon leur sexe et leur appartenance aux groupes désignés (p.ex. femmes, autochtones et personnes handicapées et minorités visibles). Ces renseignements servent à comparer la situation des membres des groupes désignés avec celle des autres groupes au sien du CNRC et de leurs homologues sur le marché du travail en général. ***Usages compatibles :*** Les renseignements recueillis sont utilisés à des fins administratives et pour l'établissement des rapports dans le cadre du Programme d'équité en matière d'emploi du CNRC, afin de déterminer s'il y a discrimination systémique dans l'embauche, de l'éliminer le cas échéant et d'introduire des mesures temporaires spéciales qui permettront aux groupes désignés d'être admis et représentés d'une manière équitable au sein du Conseil national de recherches. Les données peuvent également être utilisés pour l'élaboration et la mise en oeuvre de politiques associées à l'équité en matière d'emploi. ***Normes de conservation et de destruction :*** Les critères de destruction de documents contenus dans ce fichier ne sont pas encore été établis. ***No. APC :*** 85-001 ***Enregistrement (SCT) :*** 002202 ***Numéro de fichier :*** CNRC PPE 802

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Les employés du gouvernement fédéral nommés pour une période indéterminée qui ont demandé une affectation au Conseil du Trésor ou à d'autres ministères. ***But :*** Le fichier a été créé pour garder un répertoire des employés interessés par des affectations à l'extérieur de leur secteur de résidence, au sein du Conseil du Trésor ou dans d'autres ministères. ***Usages compatibles :*** Les renseignements servent à établir les employés intéressés par une affectation au sein du Conseil du Trésor ou dans d'autres ministères ou organismes fédéraux. Ils servent aussi à des fins statistiques. ***Normes de conservation et de destruction :*** Les dossiers sont gardés pendant deux ans après la fin de l'affectation ou deux ans d'inactivité (aucune affectation). ***Renvoi au dossier # :*** CFP PCE 762 ***Enregistrement (SCT) :*** 002869 ***Numéro de fichier :*** SCT PPE 805

Voyages et réinstallations et autres dépenses
Description : Ce fichier renferme les autorisations, les avances, les demandes de remboursement, les reçus, les arrangements de voyage, les itinéraires et le courrier concernant les déplacements, les réinstallations ou les affectations à l'étranger des employés ainsi que l'information reliée à n'importe quel paiement à l'employé tels que remboursements de coûts de formation, de coûts d'accueil, de petite caisse; de frais de cotisations, de frais d'inscription ainsi que de paiements divers. ***Catégorie de personnes :*** Employés du Secrétariat du Conseil du Trésor. ***But :*** Ce fichier a pour but d'emmagasiner des renseignements concernant les voyages, les réinstallations et les affectations à l'étranger des fonctionnaires ainsi que des frais de remboursement aux employés. ***Usages compatibles :*** L'information sert à des fins administratives, en particulier, l'approbation des questions de voyage et de réinstallation ainsi que les affectations à l'étranger, les avances, les demandes de remboursement et paiements divers. ***Normes de conservation et de destruction :*** Les dossiers sont détruits six ans après l'exercice financier durant lequel il y a eu règlement des frais de voyage ou de réinstallation. ***No. APC :*** 85-001 ***Renvoi au dossier # :*** SCT DPP 080, 090 ***Enregistrement (SCT) :*** 001135 ***Numéro de fichier :*** SCT PPE 801

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Primes d'encouragement

Programme d'équité en matière d'emploi

Rémunération et avantages

Stationnement

Vérification de la fiabilité

Conseil national de recherches Canada

Chapitre 59

Fichiers particuliers

Conflits d'intérêt
Description : Ce fichier contient des divulgations volontaires faites par les employés concernant des situations potentielles de conflit d'intérêt, des rapports d'enquête, ainsi que la correspondance concernant les conflits d'intérêt potentiels et réels entre les fonctions officielles des employés et leurs intérêts privés ou les valeurs immobilières qu'ils possèdent. ***Catégorie de personnes :*** Employés du Conseil. ***But :*** Ce fichier contient des renseignements concernant des situations de conflit d'intérêt potentiel ou réel pour les employés des ministères et organismes fédéraux. Il sert à consigner les conflits d'intérêt potentiels et à résoudre les situations réelles de conflit d'intérêt. ***Usages compatibles :*** Étayer les décisions touchant les mutations, les mesures disciplinaires et la fin de l'emploi. ***Normes de conservation et de destruction :*** Les dossiers sont détruits deux ans après que la situation reliée à un conflit d'intérêt potentiel est réglée ou que l'on a résolu le cas où il y avait effectivement conflit. ***No. APC :*** 85-001 ***Enregistrement (SCT) :*** 000959 ***Numéro de fichier :*** CNRC PPE 801

Dotation
Description : Ce fichier contient les demandes de dotation en personnel; les descriptions de poste; les échelles de salaire; les profils de sélection; les affiches de concours; les demandes de mutation; les listes de mises à pied; les imprimés d'ordinateurs relatifs au répertoire des ressources humaines; les demandes d'emploi des candidats; les listes de candidats; les évaluations des jurys de sélection, y compris les notes

publique, Statistique Canada, les assureurs des régimes d'assurance collective de la Fonction publique, la Commission des relations de travail dans la Fonction publique, ainsi que pour d'autres ministères et organismes fédéraux. On peut se servir de ce système comme source d'information pour les fichiers suivants : Système d'information des titulaires; Système de rapports sur les congés; Système de rapports sur les services supplémentaires; Système d'information sur les langues officielles; Fichier d'information sur la mobilité des employés; Système sur les congés sans solde; Système d'information sur la formation et le perfectionnement; Système de collecte de données sur les postes; Système de traitement de la Fonction publique, Système sur les avantages sociaux à l'intention des membres de la gestion supérieure et de la catégorie de la gestion et le fichier des Systèmes informatisés statistiques (CFP PCE 761) que détient la Commission de la Fonction publique. Il est également possible d'établir des liaisons avec les fichiers énumérés ci-dessus. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. ***Normes de conservation et de destruction :*** Les dossiers principaux sont conservés pendant une période de 25 ans. Les périodes de conservation et de destruction doivent être approuvées par les Archives nationales du Canada. ***Renvoi au dossier # :*** SCT DRT 510 ***Enregistrement (SCT) :*** 002321 ***Numéro de fichier :*** SCT PCE 716

Fichiers particuliers

Plaintes – Commission canadienne des droits de la personne
Description : Ce fichier contient des renseignements sur les plaintes logées à la Commission canadienne des droits de la personne (CCDP) contre le Conseil du Trésor, et les décisions connexes de la CCDP et/ou d'un tribunal ou d'une cour, s'il y a lieu. Les renseignements du fichier se rapportent aux personnes qui logent une plainte contre le Conseil du Trésor auprès de la Commission canadienne des droits de la personne. Ce fichier a pour but d'emmagasiner les renseignements nécessaires au traitement des plaintes logées à la CCDP contre le Conseil du Trésor. Ce fichier sert également à fournir de l'information spécifique et/ou générale pour des recherches. Les normes de conservation et de destruction sont à déterminer. ***Catégorie de personnes :*** Les renseignements du fichier se rapportent aux personnes qui logent une ;lainte contre le conseil du Trésor auprés de la Commission canadienne des droits de la personne. ***But :*** Ce fichier a pour but d'emmagasiner les renseignement nécessaires au traitement des plaintes logées à la CCDP contre le Conseil du Trésor. ***Usages compatibles :*** Ce fichier sert également à fournir de l'information spécifique et/ou générale pour des recherches. ***Normes de conservation et de destruction :*** Les normes de conservation et de destruction sont à determiner. ***Enregistrement (SCT) :*** 003563 ***Numéro de fichier :*** SCT PPE 803

Plaintes de harcèlement
Description : Ce fichier contient la correspondance concernant les plaintes de harcèlement en milieu de travail et les renseignements connexes. Il concerne les personnes qui communiquent avec le Président du Conseil du Trésor ou des employés du Secrétariat au sujet de leur plainte de harcèlement. Ce fichier a pour but d'emmagasiner les renseignements nécessaires pour répondre aux lettres concernant les cas de harcèlement. Ce fichier sert également à fournir de l'information spécifique et/ou générale pour des recherches. Les normes de conservation et de destruction sont à déterminer. ***Catégorie de personnes :*** Il concerne les personnes qui communiquent avec le Président du Conseil du Trésor ou des employés du Secrétariat au sujet de leur plainte de harcélement. ***But :*** Ce fichier sert également à fournir de l'information spécifique et/ou générale pour des recherches. ***Usages compatibles :*** Ce fichier ser également à fournier de l'information spécifique et/ou géneérale pour des recherches. ***Normes de conservation et de destruction :*** Les normes de conservation et de destruction sont à déterminer. ***Renvoi au dossier # :*** SCT DPP 340 ***Enregistrement (SCT) :*** 003582 ***Numéro de fichier :*** SCT PPE 804

Primes pour services exemplaires
Description : Le fichier comprend des informations sur les employés du Secrétariat du Conseil du Trésor désignés candidats aux primes, aux termes du Régime des primes pour services exemplaires du SCT ainsi que des formulaires de recommandations dûment remplis et d'autres données justificatives. ***Catégorie de personnes :*** Tous les employés du Secrétariat du Conseil du Trésor désignés candidats aux primes aux termes du Régime des primes pour services exemplaires. ***But :*** Ce fichier a été établi pour qu'y soit conservée la documentation concernant les employés désignés candidats aux termes du Régime des primes pour services exemplaires du SCT. ***Usages compatibles :*** Les renseignements que renferme ce fichier servent à établir des précédents en matière de primes d'encouragement et fournissent une piste pour la vérification des fonds déboursés. ***Normes de conservation et de destruction :*** Les dossiers sur les opérations sont conservés au moins deux ans, les dossiers sur les finances, six ans, et les dossiers sur les précédents, 25 ans. À la fin des périodes susmentionnées, tous ces dossiers sont détruits. ***Renvoi au dossier # :*** SCT CDS 021 ***Enregistrement (SCT) :*** 001581 ***Numéro de fichier :*** SCT PPE 802

Programme de perfectionnement par affectation
Description : Le fichier peut contenir des curriculum vitae, de évaluations, des ententes concernant des affectations, des références, des renseignements tirés d'entrevues, des résultats de présentations, des demandes d'affectations venant des employés, des formulaires de proposition d'affectation et de la correspondance générale. ***Catégorie de personnes :***

raisons des congés sans solde, ainsi que les dates d'entrée en vigueur et de retour au travail. Le numéro d'assurance sociale (NAS) y apparaîtra jusqu'à ce qu'il soit remplacé par un système d'identification reposant sur l'attribution d'un code unique à chaque employé de l'administration fédérale. ***Catégorie de personnes :*** Toutes les personnes dont le Conseil du Trésor est l'employeur en vertu de la Loi sur les relations de travail dans le Fonction publique. On inclut également certaines personnes employées par les employeurs distincts précisés à l'annexe 1, partie 2 de la dite loi. ***But :*** La cueillette des informations d'intérêt pour les activités de gestion du personnel se fait en vertu des autorisations et obligations précisées à la Loi sur la gestion des finances publiques (auparavant la Loi sur l'administration financière), ainsi qu'à la Loi sur les relations de travail dans la Fonction publique. En outre, le Conseil du Trésor maintient des systèmes d'information sur les employés de la Fonction publique conformément aux pouvoirs généraux que lui confèrent les dites lois. Ce fichier est la source principale de données sur les congés sans solde pour les utilisateurs du Secrétariat du Conseil du Trésor et il sert à la planification, la mise en oeuvre, l'évaluation et la surveillance des politiques gouvernementales. Les données servent à étayer les activités de planification et de gestion des ressources humaines, qui comprennent la négociation collective, l'analyse de la rémunération, les programmes d'équité en matière d'emploi, ainsi que la planification, la mise en oeuvre, l'évaluation et la surveillance des politiques relatives au personnel. On s'en sert en outre pour répondre à des demandes de renseignements particuliers, pour mener des recherches, des études spéciales et des enquêtes portant sur les questions relatives au personnel, ainsi que pour les demandes de renseignements en vertu de la Loi sur l'accès à l'information et de la Loi sur la protection des renseignements personnels. Ce système sert de source d'information pour le Fichier de données sur les groupes visés par l'équité en matière d'emploi, la Commission de la Fonction publique, les agents négociateurs de la Fonction publique, Statistique Canada, ainsi que d'autres ministères et organismes fédéraux. ***Usages compatibles :*** On peut se servir de ce système comme source d'information pour les fichiers suivants : Système d'information des titulaires; Système Versements/Retenues; Système de rapports sur les services supplémentaires; Système de rapports sur les congés; Système d'information sur les langues officielles; Fichier d'information sur la mobilité des employés; Système d'information sur la formation et le perfectionnement; Système de collecte de données sur les postes; Système de traitement de la Fonction publique, Système sur les avantages sociaux à l'intention des membres de la gestion supérieure et de la catégorie de la gestion et le fichier des Systèmes informatisés statistiques (CFP PCE 761) que détient la Commission de la Fonction publique. Il est également possible d'établir des liaisons avec les fichiers énumérés ci-dessus. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. ***Normes de conservation et de destruction :*** Les dossiers principaux pour l'exercice financier sont conservés pendant une période de 25 ans. Les périodes de conservation et de destruction doivent être approuvées par les Archives nationales du Canada. ***Renvoi au dossier # :*** SCT DRT 510 ***Enregistrement (SCT) :*** 002325 ***Numéro de fichier :*** SCT PCE 720

Système Versements/Retenues

Description : Ce fichier renferme le dossier de rémunération et d'avantages sociaux de chaque employé de l'Administration fédérale. Le dossier de l'employé renferme des renseignements personnels tels que le sexe, le numéro d'assurance sociale, la date de naissance, le traitement, le nom, et la classification de l'employé. On y retrouve également les numéros de référence de divers régimes d'assurance générale et médicale, ainsi que les versements et retenues applicables à l'employé. Le numéro d'assurance sociale (NAS) y apparaîtra jusqu'à ce qu'il soit remplacé par un système d'identification reposant sur l'attribution d'un code unique à chaque employé de l'Administration fédérale. ***Catégorie de personnes :*** Toutes les personnes dont le Conseil du Trésor est présentement l'employeur en vertu de la Loi sur les relations de travail dans la Fonction publique, annexe 1, partie 1. On inclut également certaines personnes employées par les employeurs distincts précisés à l'annexe 1, partie 2 de la dite loi. ***But :*** La cueillette des informations d'intérêt pour les activités de gestion du personnel se fait en vertu des autorisations et obligations précisées à la Loi sur la gestion des finances publiques (auparavant la Loi sur l'administration financière), ainsi qu'à la Loi sur les relations de travail dans la Fonction publique. En outre, le Conseil du Trésor maintient des systèmes d'information sur les employés de la Fonction publique conformément aux pouvoirs généraux que lui confèrent les dites lois. Ce fichier est la source principale de données sur la rémunération et les avantages sociaux pour les utilisateurs du Secrétariat du Conseil du Trésor et il sert à la planification, la mise en oeuvre, l'évaluation et la surveillance des politiques gouvernementales. Les données servent à étayer les activités de planification et de gestion des ressources humaines, qui comprennent la négociation collective, l'analyse de la rémunération, les langues officielles, les programmes d'équité en matière d'emploi, ainsi que la planification, la mise en oeuvre, l'évaluation et la surveillance des politiques relatives au personnel. Il s'agit également d'un système de soutien de la mise au point et de l'administration de divers régimes d'assurance générale et médicale. On s'en sert en outre pour répondre à des demandes de renseignements particuliers, pour mener des recherches, des études spéciales et des enquêtes portant sur les questions relatives au personnel, ainsi que pour les demandes de renseignements en vertu de la Loi sur l'accès à l'information et de la Loi sur la protection des renseignements personnels. ***Usages compatibles :*** Ce système peut servir de source d'information pour le Fichier de données sur les groupes visés par l'équité en matière d'emploi, la Commission de la Fonction publique, les agents négociateurs de la Fonction

relatives au personnel, ainsi que pour les demandes de renseignements en vertu de la Loi sur l'accès à l'information et de la Loi sur la protection des renseignements personnels. ***Usages compatibles :*** Ce système sert de source d'information pour le Fichier de données sur les groupes visés par l'équité en matière d'emploi, Statistique Canada, ainsi que pour d'autres ministères et organismes fédéraux. On peut se servir de ce système comme source d'information pour les fichiers suivants : Système d'information des titulaires; Système Versements/Retenues; Système de rapports sur les congés; Système de traitement de la Fonction publique, Système sur les avantages sociaux à l'intention des membres de la gestion supérieure et de la catégorie de la gestion et le fichier des Systèmes informatisés statistiques (CFP PCE 761) que détient la Commission de la Fonction publique. Il est également possible d'établir des liaisons avec les fichiers énumérés ci-dessus. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. ***Normes de conservation et de destruction :*** Les dossiers principaux pour l'exercice financier sont conservés pendant une période de 25 ans. Les périodes de conservation et de destruction doivent être approuvées par les Archives nationales du Canada. ***Renvoi au dossier # :*** SCT DRT 510 ***Enregistrement (SCT) :*** 002322 ***Numéro de fichier :*** SCT PCE 717

Système de surveillance du réaménagement des effectifs (SSRE)
Description : Ce système contient les renseignements relatifs aux indemnités d'excédentaire visant tous les fonctionnaires fédéraux, selon les dispositions énoncées à la section "Catégorie de personnes" sous-mentionné. Cette banque renferme des renseignements provenant de données fournies à trois autres systèmes, soit le Système de rémunération (ASC), le Système d'administration des priorités (CFP) et le Système d'information des titulaires (SCT). ***Catégorie de personnes :*** Tous les employés, à l'exception des hauts fonctionnaires qui sont embauchés par le Conseil du Trésor en vertu de la Partie 1 de l'Annexe 1 de la LRTFP; qui sont visés par la politique de réaménagement des effectifs (MCP, Volume 4, chapitre 20, section 10) et qui démissionnent avant la fin de la période de priorité d'excédentaire, entre le 18 juillet 1987 et le 31 mars 1991; qui, conformément à la politique de réaménagement des effectifs, reçoivent une rémunération forfaitaire en remplacement de la partie non expirée de la période de priorité d'excédentaire. ***But :*** Le 18 juillet 1987, le Conseil du Trésor du Canada a autorisé les administrateurs généraux à approuver une rémunération forfaitaire maximale de six mois en remplacement de la partie non expirée de la période de priorité d'excédentaire, dans le cas d'employés qui ont démissionné avant la fin de leur période de priorité d'excédentaire, entre le 18 juillet 1987 et la date de "clôture", le 31 mars 1991. Ce système a servi à surveiller la mise en oeuvre de cette disposition particulière de la politique de réaménagement des effectifs et à déterminer si les ministères s'y conformaient en permanence. ***Usages compatibles :*** Le SSRE a été mis au point à l'intention du Groupe de la politique et des procédures (GPP) du Secrétariat du Conseil du Trésor. Des rapports périodiques renfermant les totaux cumulatifs d'une année sur l'autre pour les employés qui reçoivent des paiements forfaitaires d'excédentaire, de même que le montant et la période visés par ces paiements, sont remis au GPP. ***Normes de conservation et de destruction :*** Les fichiers principaux mensuels du SSRE sont conservés pendant six mois. Les Archives nationales revoient actuellement la valeur archivistique de ce système. À la fin de cet exercice, de normes de conservation et l'élimination seront élaborées en conséquence. ***Enregistrement (SCT) :*** 002855 ***Numéro de fichier :*** SCT PCE 732

Système sur les avantages sociaux à l'intention des membres de la gestion supérieure et de la catégorie de la gestion
Description : Le système renferme des données à jour pour tous les membres du groupe de la direction qui travaillent dans les ministères apparaissant à l'Annexe 1, Partie 1 de la LRTFP. Ces données sont mises à jour tous les mois dans le système des titulaires et tous les trois mois, dans le système de gestion de l'information sur les ressources. ***Catégorie de personnes :*** Membres du groupe de la dirction qui travaillent actuellement dans les ministères apparaissant à l'Annexe 1, Partie 1 de la LRTFP. ***But :*** Le fichier de renseignements sert à mettre au point des régimes d'avantages sociaux pour les membres du group de la direction et des initiatives liées à la politique sur les ressources humaines ainsi qu'à contrôler si les ministères se conforment aux politiques. ***Usages compatibles :*** Le fichier de renseignements sert à mettre au point des régimes d'avantages sociaux pour les membres du groupe de le direction et des initiatives liées à la politique sur les ressources humaines ainsi qu'à contrôler si les ministères se conforment aux politiques. Le fichier de renseignements sert à modéliser et à analyser les changements que l'on propose d'apporter aux régimes d'avantages sociaux. Les propositions sont élaborées en consultation avec le Bureau du Conseil privé. Les données compilées sont présentées au Comité sur les avantages sociaux à l'intention des cadres de gestion (comité Burns) qui l'examine et fait des recommandations. ***Normes de conservation et de destruction :*** Ces données sont conservées pendant une période de cinq ans apres qui elles sont envoyées aux Archives nationales pour être gardées. Les Archives nationales ont constaté que ces données avaient une valeur historique. ***Enregistrement (SCT) :*** 002853 ***Numéro de fichier :*** SCT PCE 730

Système sur les congés sans solde
Description : Ce fichier renferme le dossier des congés sans solde de chaque employé de l'administration fédérale. Le dossier de l'employé renferme des renseignements personnels tels que l'âge, le sexe, le numéro d'assurance sociale, la date de naissance, le nom, le traitement, les dates de nomination et la classification de l'employé. On y retrouve également les

Loi sur la protection des renseignements personnels. ***Normes de conservation et de destruction :*** Les dossiers trimestriels principaux et les dossiers de modification sont conservés pendant une période de cinq ans. Les dossiers principaux pour l'exercice financier sont conservés pendant une période de 25 ans. Les périodes de conservation et de destruction doivent être approuvées par les Archives nationales du Canada. ***Renvoi au dossier # :*** SCT DRT 510 ***Enregistrement (SCT) :*** 002318 ***Numéro de fichier :*** SCT PCE 725

Système de rapports sur les congés
Description : Ce fichier renferme le dossier des congés de chaque employé de l'administration fédérale. Le dossier de l'employé renferme des renseignements personnels tels que le sexe, le numéro d'assurance sociale, le nom, le traitement, l'âge, la classification et les heures de travail de l'employé, ainsi que la fréquence et la durée des divers congés. Le numéro d'assurance sociale (NAS) y apparaîtra jusqu'à ce qu'il soit remplacé par un système d'identification reposant sur l'attribution d'un code unique à chaque employé de l'administration fédérale. ***Catégorie de personnes :*** Toutes les personnes dont le Conseil du Trésor est l'employeur en vertu de la Loi sur les relations de travail dans la Fonction publique. ***But :*** La cueillette des informations d'intérêt pour les activités de gestion du personnel se fait en vertu des autorisations et obligations précisées à la Loi sur la gestion des finances publiques (auparavant la Loi sur l'administration financière), ainsi qu'à la Loi sur les relations de travail dans la Fonction publique. En outre, le Conseil du Trésor maintient des systèmes d'information sur les employés de la Fonction publique conformément aux pouvoirs généraux que lui confèrent les dites lois. Ce fichier est la source principale de données sur les congés pour les utilisateurs du Secrétariat du Conseil du Trésor et il sert à la planification, la mise en oeuvre, l'évaluation et la surveillance des politiques gouvernementales. Les données servent à étayer les activités de planification et de gestion des ressources humaines, qui comprennent la négociation collective, l'analyse de la rémunération, les programmes d'équité en matière d'emploi, ainsi que la planification, la mise en oeuvre, l'évaluation et la surveillance des politiques relatives au personnel. On s'en sert en outre pour répondre à des demandes de renseignements particuliers, pour mener des recherches, des études spéciales et des enquêtes portant sur les questions relatives au personnel, ainsi que pour les demandes de renseignements en vertu de la Loi sur l'accès à l'information et de la Loi sur la protection des renseignements personnels. ***Usages compatibles :*** Ce système peut servir de source d'information pour le Fichier de données sur les groupes visés par l'équité en matière d'emploi, la Commission de la Fonction publique, Statistique Canada, ainsi que d'autres ministères et organismes fédéraux. On peut se servir de ce système comme source d'information pour les fichiers suivants : Système d'information des titulaires; Système Versements/Retenues; Système de rapports sur les services supplémentaires; Système d'information sur les langues officielles; Fichier d'information sur la mobilité des employés; Système sur les congés sans solde; Système de collecte de données sur les postes; Système de traitement de la Fonction publique, Système sur les avantages sociaux à l'intention des membres de la gestion supérieure et de la catégorie de la gestion et le fichier des Systèmes informatisés statistiques (CFP PCE 761) que détient la Commission de la Fonction publique. Il est également possible d'établir des liaisons avec les fichiers énumérés ci-dessus. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. ***Normes de conservation et de destruction :*** Les dossiers principaux sont conservés pendant une période de 25 ans. Les périodes de conservation et de destruction doivent être approuvées par les Archives nationales du Canada. ***Renvoi au dossier # :*** SCT DRT 510 ***Enregistrement (SCT) :*** 002323 ***Numéro de fichier :*** SCT PCE 718

Système de rapports sur les services supplémentaires
Description : Ce fichier renferme le dossier de l'utilisation du surtemps et des services supplémentaires de chaque employé de l'administration fédérale. Le dossier de l'employé renferme des renseignements personnels tels que le sexe, le numéro d'assurance sociale, la date de naissance, le nom, le traitement, la classification, et les heures de travail de l'employé, ainsi que la fréquence et le type de services supplémentaires. Le numéro d'assurance sociale (NAS) y apparaîtra jusqu'à ce qu'il soit remplacé par un système d'identification reposant sur l'attribution d'un code unique à chaque employé de l'administration fédérale. ***Catégorie de personnes :*** Toutes les personnes dont le Conseil du Trésor est l'employeur en vertu de la Loi sur les relations de travail dans le Fonction publique, annexe 1, partie 1. ***But :*** La cueillette des informations d'intérêt pour les activités de gestion du personnel se fait en vertu des autorisations et obligations précisées à la Loi sur la gestion des finances publiques (auparavant la Loi sur l'administration financière), ainsi qu'à la Loi sur les relations de travail dans la Fonction publique. En outre, le Conseil du Trésor maintient des systèmes d'information sur les employés de la Fonction publique conformément aux pouvoirs généraux que lui confèrent les dites lois. Ce fichier est la source principale de données sur l'utilisation du surtemps et des services supplémentaires pour les utilisateurs du Secrétariat du Conseil du Trésor et il sert à la planification, la mise en oeuvre, l'évaluation et la surveillance des politiques gouvernementales. Les données servent à étayer les activités de planification et de gestion des ressources humaines, qui comprennent la négociation collective, l'analyse de la rémunération, les programmes d'équité en matière d'emploi, ainsi que la planification, la mise en oeuvre, l'évaluation et la surveillance des politiques relatives au personnel. On s'en sert en outre pour répondre à des demandes de renseignements particuliers, pour mener des recherches, des études spéciales et des enquêtes portant sur les questions

renseignements sont utilisés tant par les ministères visés que par les agences centrales à des fins de référence, de recherche et de compilation de statistiques pour exercer un contrôle sur le Programme des langues officielles. On se sert de ce système pour établir des liaisons avec les fichiers suivants : Système Versement/Retenues (SCT PCE 716), Système d'information des titulaires (SCT PCE 723), Système de collecte de données sur les postes (SCT PCE 725) de même que le fichier Évaluation de langue seconde de la Commission de la Fonction publique. Toutes les liaisons effectuées sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. ***Normes de conservation et de destruction :*** Les fichiers produits au trimestre sont conservés pour une période de 25 ans et les fichiers mensuels de transactions pour 5 ans. ***Enregistrement (SCT) :*** 002851 ***Numéro de fichier :*** SCT PCE 703

Système d'information sur les ressources humaines
Description : Ce système renferme les données actuelles sur tous les membres du groupe de la direction en poste dans les ministères assujettis aux dispositions de la Partie 1 de l'Annexe 1 de la Loi sur les relations de travail dans la fonction publique. Ces données sont mises à jour à tous les mois à l'aide du Système d'information sur les titulaires et à tous les trimestres au moyen du Système d'information des ressources de gestion. ***Catégorie de personnes :*** Certains membres du groupe de la direction en poste dans les ministères assujettis aux dispositions de la Partie 1 de l'Annexe 1 de la Loi sur les relations de travail dans la fonction publique. ***But :*** La banque de données sert à élaborer des régimes de rémunération et des ébauches de politique de ressources humaines à l'intention des membres du groupe de la direction et à déterminer si les ministères se conforment aux politiques. ***Usages compatibles :*** La banque de données sert à élaborer des régimes de rémunération et des ébauches de politique de ressources humaines à l'intention des membres du groupe de la direction et à déterminer si les ministères se conforment aux politiques. La banque de données sert à élaborer et à analyser les changements apportés aux régimes de rémunération. Des propositions sont mises au point après consultation du Bureau du Conseil privé. Les données groupées sont soumises à l'examen du Comité de la rémunération des cadres (Comité Burns) pour qu'il formule des recommandations. ***Normes de conservation et de destruction :*** Ces données sont conservées pendant une periode de cinq ans aprés quoi elle sont enoyée aux Archives nationales pour être gardées. Les Archives nationales ont constaté que ces données ont de la valeur sur le plan historique. ***Enregistrement (SCT) :*** 002854 ***Numéro de fichier :*** SCT PCE 731

Système de collecte de données sur les postes
Description : Ce fichier renferme le dossier de classification de poste de chaque employé de l'administration fédérale. La fiche de poste comporte le numéro d'assurance sociale. On y retrouve également des données sur la classification du poste. Le numéro d'assurance sociale (NAS) y apparaîtra jusqu'à ce qu'il soit remplacé par un système d'identification reposant sur l'attribution d'un code unique à chaque employé de l'administration fédérale. ***Catégorie de personnes :*** Toutes les personnes dont le Conseil du Trésor est l'employeur en vertu de la Loi sur les relations de travail dans la Fonction publique, annexe 1, partie 1. ***But :*** La cueillette des informations d'intérêt pour les activités de gestion du personnel se fait en vertu des autorisations et obligations précisées à la Loi sur la gestion des finances publiques (auparavant la Loi sur l'administration financière), ainsi qu'à la Loi sur les relations de travail dans la Fonction publique. En outre, le Conseil du Trésor maintient des systèmes d'information sur les employés de la Fonction publique conformément aux pouvoirs généraux que lui confèrent les dites lois. Ce fichier est la source principale de données sur la classification des postes pour les utilisateurs du Secrétariat du Conseil du Trésor et il sert à la planification, la mise en oeuvre, l'évaluation et la surveillance des politiques gouvernementales. Les données servent à étayer les activités de planification et de gestion des ressources humaines, qui comprennent la négociation collective, l'analyse de la rémunération, les langues officielles, ainsi que la planification, la mise en oeuvre, l'évaluation et la surveillance des politiques relatives au personnel. Il s'agit également d'un système de soutien de la mise au point et de l'administration du système de classification. On s'en sert en outre pour répondre à des demandes de renseignements particuliers, pour mener des recherches, des études spéciales et des enquêtes portant sur les questions relatives au personnel, ainsi que pour les demandes de renseignements en vertu de la Loi sur l'accès à l'information et de la Loi sur la protection des renseignements personnels. Les résultats des activités de surveillance des politiques relatives au personnel peuvent être acheminés aux ministères pour être révisés et corrigés, s'il y a lieu; ***Usages compatibles :*** Ce système peut servir de source d'information pour le Fichier de données sur les groupes visés par l'équité en matière d'emploi, la Commission de la Fonction publique, les agents négociateurs de la Fonction publique, Statistique Canada, ainsi que d'autres ministères et organismes fédéraux. On peut se servir de ce système comme source d'information pour les fichiers suivants : Système d'information des titulaires; Système Versements/Retenues; Système de rapports sur les services supplémentaires; Système de rapports sur les congés; Système d'information sur les langues officielles; Fichier d'information sur la mobilité des employés; Système d'information sur la formation et le perfectionnement; Système de traitement de la Fonction publique, Système sur les avantages sociaux à l'intention des membres de la gestion supérieure et de la catégorie de la gestion, le fichier des Systèmes informatisés statistiques (CFP PCE 761) que détient la Commission de la Fonction publique et les systèmes ministériels d'information sur les ressources humaines. Il est également possible d'établir des liaisons avec les fichiers énumérés ci-dessus. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la

ce système comme source d'information pour les fichiers suivants : Système d'information des titulaires; Système Versements/Retenues; Système de rapports sur les congés; Système de rapports sur les services supplémentaires; Système d'information sur les langues officielles; Fichier d'information sur la mobilité des employés; Systèmes sur les congés sans solde; Système de collecte de données sur les postes; Système de traitement de la Fonction publique, Système sur les avantages sociaux à l'intention des membres de la gestion supérieure et de la catégorie de la gestion et le fichier des Systèmes informatisés statistiques (CFP PCE 761) que détient la Commission de la Fonction publique. Il est également possible d'établir des liaisons avec les fichiers énumérés ci-dessus. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. ***Normes de conservation et de destruction :*** Les dossiers principaux pour l'exercice financier sont conservés pendant une période de 25 ans. Les périodes de conservation et de destruction doivent être approuvées par les Archives nationales du Canada. ***Renvoi au dossier # :*** SCT DRT 510 ***Enregistrement (SCT) :*** 002324 ***Numéro de fichier :*** SCT PCE 719

Système d'information sur la gestion du personnel
Description : Le Système d'information sur la gestion du personnel est un système central mixte composé d'un certain nombre de sous-systèmes renfermant des données de gestion sur les fonctionnaires fédéraux : fiches des employés, relevés des présences et des congés, heures supplémentaires, rémunération et avantages sociaux, exclusions, formation et perfectionnement, langues officielles et évaluations de rendement. ***Catégorie de personnes :*** Tous les employés fédéraux dont le Conseil du Trésor est l'employeur aux termes du la Loi sur les relations de travail dans la Fonction publique. ***But :*** Le fichier a été dressé dans le but de fournir à l'employeur des données statistiques sur la gestion du personnel dont se sert le Conseil du Trésor lors des négociations collectives avec les syndicats de la fonction publique; on l'utilise aussi pour constituer un dossier d'emploi de chaque fonctionnaire dans les institutions gouvernementales, et permettre un contrôle des employés d'après leur lieu de travail. ***Usages compatibles :*** Ce fichier fournit des renseignements statistiques provenant du fichier des données sur les groupes visés par l'équité en matière d'emploi en vue de mettre en place et d'évaluer les politiques fédérales dans ce domaine. ***Normes de conservation et de destruction :*** Les fichiers sont retenus dix ans, puis détruits. ***Renvoi au dossier # :*** SCT DDA 921, 925 ***Enregistrement (SCT) :*** 001957 ***Numéro de fichier :*** SCT PCE 705

Systéme d'information sur le personnel supérieur
Description : Ce fichier renferme des données de gestion sur les cadres supérieurs de la fonction publique. ***Catégorie de personnes :*** Ces renseignements se rapportent à tous les employés fédéraux de la catégorie de la gestion ou l'equivalent dont le Conseil du Trésor est l'employeur aux termes de la Loi sur les relations de travail dans la Fonction publique. ***But :*** Le systéme fournit de l'information et représente un outil de dotation, de surveillance et d'analyse des programmes en ce qui a trait à la classification, aux nominations, à la rémunération et à l'evaluation du rendement du personnel supérieur de la fonction publique. Il fournit aussi de l'information servant à établir et à surveiller les niveaux de l'effectif de chaque ministére. ***Usages compatibles :*** Le systéme fournit de l'information, sur les cadres supérieurs, nécessaire à la surveillance et à l'analyse de la classification, des nomination, de la rémunération et des évaluations de rendement. de plus, il est utile à la recherche et à la compilation de statistiques. ***Normes de conservation et de destruction :*** Les Archives nationales revoient actuellement las valeur archivistique de ce systéme. A la fin de cet exercice, de normes de conservation et l'élimination seront élaborées en conséquence. **Note :** Les renseignements recueillis dans ce fichier seront transférés au numéro de fichier du système d'information sur la classification du groupe de la direction. ***Enregistrement (SCT) :*** 003612 ***Numéro de fichier :*** STC PPE 715

Système d'information sur les langues officielles (SILO)
Description : Le SILO est un fichier central contenant des renseignements sur les postes établis et leurs titulaires. Le fichier contient des renseignements notamment sur les exigences linguistiques des postes, les niveaux de connaissance linguistique, les profils linguistiques, la classification des postes, la classification des employés, la première langue officielle, la situation linguistique des titulaires et les dates d'entrée en vigueur. Le numéro d'assurance sociale (NAS) y apparaîtra jusqu'à ce qu'il soit remplacé par un système d'identification reposant sur l'attribution d'un code unique à chaque employé de l'administration fédérale. Source des données : les données sur les postes proviennent des ministères et organismes au moyen de la formule FILO-A5 tandis que toute l'information sur les titulaires est tirée du Système d'information des titulaires (SCT PCE 723) et du fichier Évaluation de langue seconde de la Commission de la Fonction publique. De son côté, le SILO transmet certaines des ses données au Module informatisé sur la formation linguistique (MIFL). ***Catégorie de personnes :*** Tous les employés de la Fonction publique (Annexe 1 Partie 1 de la Loi sur les relations de travail dans la Fonction publique) nommés pour une période indéterminée ou une période déterminée de plus de trois mois dans les ministères ou organismes fédéraux ainsi que ceux de certains autres organismes gouvernementaux en vertu d'un accord spécial. ***But :*** En vertu des politiques des langues officielles, ce fichier a pour but de fournir des renseignements précis et opportuns afin d'appuyer le gouvernement, les organismes centraux, les ministères et organismes dans la mise en oeuvre, le contrôle et l'évaluation du Programme des langues officielles dans la Fonction publique. ***Usages compatibles :*** Les

les langues officielles, les programmes d'équité en matière d'emploi, ainsi que la planification, la mise en oeuvre, l'évaluation et la surveillance des politiques relatives au personnel. Il s'agit également d'un système de soutien de la mise au point et de l'administration de divers régimes d'assurance générale et médicale. On s'en sert en outre pour répondre à des demandes de renseignements particuliers, pour mener des recherches, des études spéciales et des enquêtes portant sur les questions relatives au personnel, ainsi que pour les demandes de renseignements en vertu de la Loi sur l'accès à l'information et de la Loi sur la protection des renseignements personnels. ***Usages compatibles :*** Ce système sert de source d'information pour le Fichier de données sur les groupes visés par l'équité en matière d'emploi, la Commission de la Fonction publique, les agents négociateurs de la Fonction publique, Statistique Canada, les assureurs des régimes d'assurance collective de la Fonction publique, la Commission des relations de travail dans la Fonction publique, ainsi que d'autres ministères et organismes fédéraux. On peut se servir de ce système comme source d'information pour les fichiers suivants : Système Versements/Retenues; Système de rapports sur les congés; Système de rapports sur les services supplémentaires; Système d'information sur les langues officielles; Fichier d'information sur la mobilité des employés; Système sur les congés sans solde; Système d'information sur la formation et le perfectionnement; Système de collecte de données sur les postes; Système de traitement de la Fonction publique, Système sur les avantages sociaux à l'intention des membres de la gestion supérieure et de la catégorie de la gestion et le fichier des Systèmes informatisés statistiques (CFP PCE 761) que détient la Commission de la Fonction publique. Il est également possible d'établir des liaisons avec les fichiers énumérés ci-dessus. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. ***Normes de conservation et de destruction :*** Les dossiers principaux sont conservés pendant une période de 25 ans. Les périodes de conservation et de destruction doivent être approuvées par les Archives nationales du Canada. ***Renvoi au dossier # :*** SCT DRT 510 ***Enregistrement (SCT) :*** 002316 ***Numéro de fichier :*** SCT PCE 723

Systéme d'information sur la classification des postes du groupe de la direction
Description : Ce fichier contient les renseignements relatifs à la classification de chacun des postes du groupe de la direction dans lafonction publique. Il vise à fournir des renseignements aux fins de surveillance, d'analyse et d'autres activités lies à l'organixation des ministéres et au processus de classification des postes du groupe de la direction. Ce fichier est aussi utilisé pour la recherche et à des fins statistiques. ***Catégorie de personnes :*** Tous les employés de la Fonction publique (Annexe 1 de la Partie 1 de la Loi sur les relations de travail dans la Fonction publique). ***But :*** Il vise à fournir des renseignements aux fins de surveillance, d'analyse et d'autres activités liées à l'organisation des ministéres et au processus de classification des postes du groupe de la direction. Ce fichier est aussi utilisé pour la recherche et à des fins statistiques. ***Normes de conservation et de destruction :*** Aprés cinq ans, les données sont envoyées aux Archives publiques qui leur a attribué une valeur secondaire. ***Renvoi au dossier # :*** TSB HRP400 ***Enregistrement (SCT) :*** 003583 ***Numéro de fichier :*** SCT PCE 736

Système d'information sur la formation et le perfectionnement
Description : Ce fichier renferme le dossier de formation et de perfectionnement de chaque employé de l'administration fédérale. Le dossier de l'employé renferme des renseignements personnels tels que le sexe, le numéro d'assurance sociale, la date de naissance, le nom et la classification de l'employé. On y retrouve également des données sur le type, la durée, l'emplacement et les divers coûts des cours de formation suivis par l'employé. Le numéro d'assurance sociale (NAS) y apparaîtra jusqu'à ce qu'il soit remplacé par un système d'identification reposant sur l'attribution d'un code unique à chaque employé de l'administration fédérale. ***Catégorie de personnes :*** Toutes les personnes qui ont suivi des cours de formation ou de perfectionnement et dont le Conseil du Trésor est l'employeur en vertu de la Loi sur les relations de travail dans la Fonction publique, annexe 1, partie 1. ***But :*** La cueillette des informations d'intérêt pour les activités de gestion du personnel se fait en vertu des autorisations et obligations précisées à la Loi sur la gestion des finances publiques (auparavant la Loi sur l'administration financière), ainsi qu'à la Loi sur les relations de travail dans la Fonction publique. En outre, le Conseil du Trésor maintient des systèmes d'information sur les employés de la Fonction publique conformément aux pouvoirs généraux que lui confèrent les dites lois. Ce fichier est la source principale de données sur la formation et le perfectionnement pour les utilisateurs du Secrétariat du Conseil du Trésor et il sert à la planification, la mise en oeuvre, l'évaluation et la surveillance des politiques gouvernementales. Les données servent à étayer les activités de planification et de gestion des ressources humaines, qui comprennent la négociation collective, l'analyse de la rémunération, les programmes d'équité en matière d'emploi, ainsi que la planification, la mise en oeuvre, l'évaluation et la surveillance des politiques relatives au personnel. On s'en sert en outre pour répondre à des demandes de renseignements particuliers, pour mener des recherches, des études spéciales et des enquêtes portant sur les questions relatives au personnel, ainsi que pour les demandes de renseignements en vertu de la Loi sur l'accès à l'information et de la Loi sur la protection des renseignements personnels. ***Usages compatibles :*** Ce système peut servir de source d'information pour le Fichier de données sur les groupes visés par l'équité en matière d'emploi, la Commission de la Fonction publique, les agents négociateurs de la Fonction publique, Statistique Canada, ainsi que d'autres ministères et organismes fédéraux. On peut se servir de

aux normes précises à l'étude. Une fois les recommandations élaborées, les changements proposés sont partagés avec la Direction des relations de travail. La banque de données n'est pas partagée avec un organisme à l'extérieur de la fonction publique fédérale. Sous réserve de l'approbation du Conseil du Trésor, les ministères sont priés de mettre en oeuvre la nouvelle norme, à partir de la classification proposée par chaque ministère. ***Normes de conservation et de destruction :*** Cinq ans, sous réserve de l'approbation de l'archiviste national. ***Enregistrement (SCT) :*** 003559 ***Numéro de fichier :*** SCT PCE 733

Système d'information des exclusions
Description : Ce fichier renferme tous les dossiers d'exclusions d'employés de l'administration fédérale. Le dossier de l'employé renferme des renseignements personnels tels que le sexe, le nom et la classification de l'employé, ainsi que les dates de nomination. On y retrouve également les raisons de l'exclusion. Le numéro d'assurance sociale (NAS) y apparaîtra jusqu'à ce qu'il soit remplacé par un système d'identification reposant sur l'attribution d'un code unique à chaque employé de l'administration fédérale. ***Catégorie de personnes :*** Tous les employés qui ont été exclus dans le passé ou qui le sont actuellement et dont le Conseil du Trésor est l'employeur en vertu de la Loi sur les relations de travail dans la Fonction publique. ***But :*** Les informations d'intérêt pour les activités de gestion du personnel sont recueillies en vertu des autorisations et obligations précisées à la Loi sur la gestion des finances publiques (auparavant la Loi sur l'administration financière), ainsi qu'à la Loi sur les relations de travail dans la Fonction publique. En outre, le Conseil du Trésor maintient des systèmes d'information sur les employés de la Fonction publique conformément aux pouvoirs généraux que lui confèrent les dites lois. Ce fichier est la source principale de données sur l'exclusion pour les utilisateurs du Secrétariat du Conseil du Trésor et il sert à la surveillance du processus d'exclusion, ainsi qu'à étayer les activités de planification et de gestion des ressources humaines, qui comprennent la négociation collective, la désignation des employés, l'analyse de la rémunération, ainsi que la planification, la mise en oeuvre, l'évaluation et la surveillance des politiques relatives au personnel. On s'en sert en outre pour répondre à des demandes de renseignements particuliers, pour mener des recherches, des études spéciales et des enquêtes portant sur les questions relatives au personnel, ainsi que pour les demandes de renseignements en vertu de la Loi sur l'accès à l'information et de la Loi sur la protection des renseignements personnels. ***Usages compatibles :*** Ce système peut servir de source d'information pour les agents négociateurs de la Fonction publique, le Fichier de données sur les groupes visés par l'équité en matière d'emploi, la Commission des relations de travail dans la Fonction publique, ainsi que pour d'autres ministères et organismes fédéraux. On peut se servir de ce système comme source d'information pour les fichiers suivants : Système d'information des titulaires; Système Versements/Retenues; Système de rapports sur les congés; Système de rapports sur les services supplémentaires; Système d'information sur les langues officielles; Fichier d'information sur la mobilité des employés; Système sur les congés sans solde; Système d'information sur la formation et le perfectionnement; Système de traitement de la Fonction publique, Système sur les avantages sociaux à l'intention des membres de la gestion supérieure et de la catégorie de la gestion et le Système de collecte de données sur les postes. Il est également possible d'établir des liaisons avec les fichiers énumérés ci-dessus. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant une période de 25 ans. Les périodes de conservation et de destruction doivent être approuvées par les Archives nationales du Canada. ***Renvoi au dossier # :*** SCT DRT 510 ***Enregistrement (SCT) :*** 002320 ***Numéro de fichier :*** SCT PCE 714

Système d'information des titulaires
Description : Ce fichier renferme les dossiers sur les questions d'intérêt pour la gestion du personnel de tous les employés de l'administration fédérale. Le dossier de l'employé renferme des renseignements personnels tels que l'âge, le sexe, le numéro d'assurance sociale, la date de naissance, le nom, le traitement, les dates de nomination, la classification, et le numéro de pension de retraite de l'employé, ainsi que le nombre d'années de service continu et le nombre d'années de service ouvrant droit à pension. On y retrouve également des renseignements concernant la négociation collective, les postes exclus, les agents négociateurs et les langues. Le numéro d'assurance sociale (NAS) y apparaîtra jusqu'à ce qu'il soit remplacé par un système d'identification reposant sur l'attribution d'un code unique à chaque employé de l'administration fédérale. ***Catégorie de personnes :*** Toutes les personnes dont le Conseil du Trésor est l'employeur en vertu de la Loi sur les relations de travail dans la Fonction publique, annexe 1, partie 1. On inclut également certaines personnes employées par les employeurs distincts précisés à l'annexe 1, partie 2 de la dite loi. ***But :*** La cueillette des informations d'intérêt pour les activités de gestion du personnel se fait en vertu des autorisations et obligations précisées à la Loi sur la gestion des finances publiques (auparavant la Loi sur l'administration financière), ainsi qu'à la Loi sur les relations de travail dans la Fonction publique. En outre, le Conseil du Trésor maintient des systèmes d'information sur les employés de la Fonction publique conformément aux pouvoirs généraux que lui confèrent les dites lois. Ce fichier est la source principale de données sur les titulaires pour les utilisateurs du Secrétariat du Conseil du Trésor et il sert à la planification, la mise en oeuvre, l'évaluation et la surveillance des politiques gouvernementales. Les données servent à étayer les activités de planification et de gestion des ressources humaines, qui comprennent la négociation collective, les postes exclus, la désignation des employés, l'analyse de la rémunération,

Enregistrement (SCT) : 001586 ***Numéro de fichier :*** SCT PCE 713

Prolongation du délai pour présenter un grief
Description : Ce fichier contient les décisions de la Commission des relations de travail dans la Fonction publique et des renseignements sur les employés demandant une prorogation du délai pour présenter leurs griefs. ***Catégorie de personnes :*** Tous les employés de la Fonction publique (Annexe 1 de la Partie 1 de la Loi sur les relations de travail dans la Fonction publique) qui ont demandé une prorogation du délai pour présenter leurs griefs. ***But :*** Ce fichier a pour objet de tenir un registre des employés qui ont demandé une prorogation du délai pour présenter leurs griefs. ***Usages compatibles :*** Ce fichier sert à fournir de l'information générale pour des recherches et aux fins de référence. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant cinq ans après quoi un échantillonnage de 10 % est transféré aux Archives nationales du Canada pour être gardé et le reste est détruit. ***No. APC :*** 69-003 (modification 11) ***Renvoi au dossier # :*** SCT DRT 440, 470 ***Enregistrement (SCT) :*** 001744 ***Numéro de fichier :*** SCT PCE 721

Régimes de pensions spéciaux
Description : Ce fichier renferme des renseignements minimaux sur la nomination à un poste, le traitement, la durée de service aux termes du régime ainsi que des statistiques indispensables sur les adhérents aux régimes et leurs suivants. ***Catégorie de personnes :*** Les personnes assujetties à la Loi sur le gouverneur général, à la Loi sur la pension de retraite des lieutenante-gouverneurs, aux régimes de pensions établis par la Société de caisse de retraite de la certaine commission internationale des pêcheurs, les employés engagés par le gouvernement hors du Canada, certains hauts fonctionnaires et certains Députés. ***But :*** Ce fichier sert à autoriser le versement des prestations de retraite aux membres du régime et à leurs survivants. Les renseignements sont recueillis à la demande du Conseil du Trésor pour l'administration des lois sur la pension nommées à la section "Catégorie de personnes" ci-dessus. ***Usages compatibles :*** Les renseignements que renferme ce fichier peuvent servir à la Division des pensions pour établir des documents statistiques et des feuilles d'information pour des systèmes connexes, et pour élaborer et évaluer les politiques du gouvernement sur les pensions. Ce système peut servir de source d'information ou de liaison entre les fichiers suivants : le Système d'information des titulaires, le fichier des Systèmes informatisés statistiques (CFP PCE 761) de la Commission de la Fonction publique, la Base de données du système des pensionnés aux termes de la Loi sur la pension de la Fonction publique (ASC PCE 701) et le Chemises cartonnées sur les pensions de retraite (ASC PCE 702) d'Approvisionnements et Service Canada, le Dossier des pensions (MDN PPE 859) de la Défense nationale, et les Dossiers de service des membres de la GRC (GRC PPE 802) de la Gendarmerie royale du Canada. Toutes les liaisons concernant les ressources humaines et les régimes de pension sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. ***Normes de conservation et de destruction :*** Les documents sont gardés pendant 25 ans avant d'être détruits, à l'exception des documents relatifs aux gouverneurs généraux, aux lieutenants-gouverneurs et aux membres du Parlement, qui sont transmis à la Direction des ressources historiques. ***Enregistrement (SCT) :*** 003561 ***Numéro de fichier :*** SCT PCE 734

Service de courtage (programme d'affectations)
Description : Ce fichier contient des renseignements tels que le nom, l'adresse, le numéro de téléphone, la classification, le ministère, la langue, les antécédents professionnels, le statut d'employé actuel, le curriculum vitae, une évaluation des compétences et le résultat des présentations. ***Catégorie de personnes :*** Les employés de la fonction publique fédérale (y compris les employeurs distincts et les sociétés de la couronne) en finance, vérification interne, évaluation de programmes et en ressources humaines qui ont présenté une demande d'affectation interministérielle. ***But :*** Ce fichier maintient un répertoire d'employés qui sont intéressés par une affectation dans le but de les référer aux ministères qui cherchent à combler des affectations. Usages compatibles : Le fichier est utilisé pour identifier les employés en vue de les référer pour une affectation. Il sert également à des fins statistiques et à la planification des ressources humaines. ***Usages compatibles :*** Ce fichier maintient un répertoire d'employés qui sont intéressés par une affectation dans le but de les référer aux ministères qui cherchent à combler des affectations. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pour une période de deux ans après que l'employé se soit retiré du programme et un an après la fin d'une affectation et sont ensuite détruits. ***Enregistrement (SCT) :*** 002870 ***Numéro de fichier :*** SCT PCE 740

Système d'examen des normes de classification
Description : Ce système renferme des données actuelles et proposées portant sur la classification des postes à l'intérieur de groupes professionnels précis à l'étude. Ces données ne visent que les postes vacants à l'intérieur de groupes précis. En vertu de la Partie 1 de l'Annexe 1 de la LRTFP, les ministères fournissant indirectement des données par l'intermédiaire du Système de collecte de données sur les postes (SCDP) et remettent directement des données proposées sur la classification. Les postes occupés sont confirmés par voie d'appariement au moyen du Système d'information des titulaires. Le numéro d'assurance sociale (NAS) sera retiré progressivement et remplacé par un code d'identification appliqué à chaque fonctionnaire fédéral. ***Catégorie de personnes :*** Les particuliers occupant des postes à l'intérieur des groupes professionnels à l'étude. ***But :*** La banque de données sert à élaborer et à analyser les changements apportés à des normes de classification précises soumises à un examen et à formuler des recommandations au Conseil du Trésor. ***Usages compatibles :*** La banque de données est utilisée pour mesurer l'incidence des révisions apportées

Enregistrement (SCT) : 002570 ***Numéro de fichier :*** SCT PCE 726

Présentations au conseil du Trésor
Description : Ce fichier renferme des renseignements personnels utilisés à des fins administratives et tirés des présentations au Conseil du Trésor faites par les ministéres et organismes en vue d'obtenir des autorisations en matiére d'administration de personnel ou autres, que le Conseil du Trésor est habilité à accorder. Ce fishier a pour but d'enregistrer et de tenir à jour les présentations au Conseil du Trésor faites par les ministéres et les organismes au sujet des empoyés anciens et actuels des institution fédérales. Ces renseignements se rattachent aux employés de la Fonction publique et, dans les cas des pensions de retraite, aux personnes à charge et aux survivants. Les renseignements sont utilisés pour présenter au Conseil du Trésor des situations qui, en vertu des lois canadiennes ou de directives spécifiques, nécessitent son intervention. ***Catégorie de personnes :*** Ces renseignements concernent les employés de la fonction publique et, dans les affiares ayant trait aux pensions, leurs personnes à charge et leur conjoint survivant. ***But :*** Le fichier a pour object de consigner et de conserver les présentations soumises au Conseil du Trésor par les miniséres et organismes au sujet des employés actuels et antérieurs dune institution gouvernmentale. ***Normes de conservation et de destruction :*** Les normes de conservation et de destruction sont à déterminer. **Note :** Les renseignement recueillis dans ce fichier seront transférés au numéro de fichier du système d'information sur la classification du groupe de la direcition: SCT PCE 736. ***Enregistrement (SCT) :*** 003562 ***Numéro de fichier :*** SCT PCE 701

Primes d'encouragement
Description : Ce fichier contient de l'information sur les fonctionnaires qui ont mérité des primes en vertu du Régime de primes d'encouragement du gouvernement fédéral. Cette information comprend des curriculum vitae, des réalisations méritoires en rapport avec des fonctions ou des suggestions pratiques d'amélioration des opérations de la Fonction publique. ***Catégorie de personnes :*** Tous les fonctionnaires ayant été nommés pour des primes en vertu du Régime des primes d'encouragement du gouvernement fédéral. ***But :*** Ce fichier a pour objet d'identifier les fonctionnaires qui ont mérité des primes en vertu du Régime de primes d'encouragement du gouvernement fédéral. ***Usages compatibles :*** Les renseignements que renferme ce fichier servent à établir des précédents en matière de primes d'encouragement et fournissent une piste pour la vérification des fonds déboursés. ***Normes de conservation et de destruction :*** Les dossiers opérationnels sont conservés pendant au moins deux ans, et ensuite détruits; les dossiers financiers pendant six ans, puis détruits, et les dossiers sur l'établissement de précédents sont conservés pendant vingt-cinq ans, et ensuite détruits (sujet à l'approbation des Archives nationales du Canada). ***No. APC :*** 76-016 (modification 1) ***Renvoi au dossier # :*** TBS APB 110 ***Enregistrement (SCT) :*** 001133 ***Numéro de fichier :*** SCT PCE 702

Programme d'incitation à la retraite anticipée volontaire destiné à la catégorie de la gestion
Description : Ce fichier contient des renseignements sur la nature, le but et les exigences d'admissibilité du programme, ainsi que des rapports des ministères montrant les postes libérés et les montants versés aux participants du programme à titre d'indemnités incitatives 1985. ***Catégorie de personnes :*** Membres du groupe de le direction classés aux niveaux SM-EM 5 qui ont quitté la Fonction publique aux termes des dispositions du programme d'incitation à la retraite anticipée volontaire. ***But :*** Le fichier a pour but de réunir des renseignements sur les noms et la composition du groupe relevé, et sur les coûts associés au programme d'incitation. ***Usages compatibles :*** Il sert à administrer l'interdiction, tant de recruter à nouveau par voie de nomination, que de passer des marchés de services avec les anciens fonctionnaires qui ont reçu une indemnité forfaitaire d'incitation à la retraite anticipée volontaire, et à déterminer l'incidence du programme sur les ressources humaines. ***Normes de conservation et de destruction :*** Les dossiers portant sur des pariculiers sont conservés pendant une période de 10 ans, après quoi ils sont détruits. ***No. APC :*** 69-003 (modification 14) ***Renvoi au dossier # :*** SCT DPP 380 ***Enregistrement (SCT) :*** 001963 ***Numéro de fichier :*** SCT PCE 722

Programme des langues officielles d'affectations de formation
Description : Ce fichier renferme le contenu de demandes et de renseignements d'appui des employés, qui travaillent à l'administration et/ou à la gestion du Programme des langues officielles dans les ministères, organismes, sociétés d'État et leurs filiales, qui tombent sous le coup de la Loi sur les langues officielles, pour leur participation à ce programme d'affectations de formation. ***Catégorie de personnes :*** Employés qui travaillent à l'administration et/ou à la gestion du Programme des langues officielles au sein des organismes qui tombent sous le coup de la Loi sur les langues officielles. ***But :*** Ce fichier sert à inscrire les employés des ministères ou organismes qui travaillent à l'administration et/ou à la gestion du Programme des langues officielles pour que leur participation, à ce programme d'affectations de formation, soit considérée au sein d'autres organismes. ***Usages compatibles :*** Les organismes font parvenir les demandes et les renseignements d'appui des employés désirant participer à ce programme d'affectations de formation à la Direction des langues officielles. La Direction des langues officielles utilisera les renseignements pour identifier les demandes recevables pouvant être référées aux organismes ayant identifié des affectations de formation correspondant aux demandes reçues. ***Normes de conservation et de destruction :*** Deux ans après qu'un employé a reçu ce type de formation, son dossier sera détruit. ***Renvoi au dossier # :*** SCT DLO 260

contient notamment des données sur les niveaux de compétences visés par la formation, les heures de formation utilisées et le genre de formation. Le numéro d'assurance sociale (NAS) y apparaîtra jusqu'à ce qu'il soit remplacé par un système d'identification reposant sur l'attribution d'un code unique à chaque employé de l'administration fédérale. Source des données : les données sont enregistrées au MIFL par les ministères et organismes au moyen de la formule FIFL-A8. Il y a interaction entre le Système de formation linguistique (SFL) de la Commission de la Fonction publique et le MIFL pour la formation reliée aux besoins statutaires et aux besoins généraux de l'administration. La formation reliée à d'autres besoins est rapportée au MIFL par les ministères et organismes. Il y a également interaction entre le Système d'information sur les langues officielles (SILO) et le MIFL du Secrétariat du Conseil du Trésor. ***Catégorie de personnes :*** Ces renseignements portent sur les fonctionnaires anciennement et actuellement employés par les ministères et organismes énumérés à l'annexe I, partie I de la Loi sur les relations de travail dans la Fonction publique et, à partir d'avril 1990, aux employés des organismes énumérés à l'annexe I, partie II de la Loi sur les relations de travail dans la Fonction publique. ***But :*** Ce fichier a pour objet de fournir des renseignements exacts, à jour et fiables, afin d'appuyer le gouvernement, les organismes centraux, les ministères et organismes dans la mise en oeuvre et le contrôle de la partie du Programme des langues officielles qui concerne la formation linguistique. ***Usages compatibles :*** Les renseignements sont utilisés tant par les ministères visés que par les organismes centraux à des fins de référence, de recherche et de compilation de statistiques pour exercer un contrôle sur la partie du Programme des langues officielles reliée à la formation linguistique. Toutes les liaisons effectuées avec le SFL et le SILO sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. ***Normes de conservation et de destruction :*** Les fichiers produits au trimestre sont conservés pendant une période de 25 ans. ***Enregistrement (SCT) :*** 002852 ***Numéro de fichier :*** SCT PCE 704

Pension de la Fonction publique – cas
Description : Ce fichier renferme des renseignements qui servent à prendre des décisions dans des cas particuliers de pension lorsqu'il n'y a pas de précédent, ou dans les cas où le Conseil du Trésor avait anciennement le pouvoir d'entendre les appels. Les renseignements se rapportent à des situations précises et ne contiennent que des données personnelles minimales. Les données relatives à l'emploi sont aussi minimales et se rapportent seulement à des aspects particuliers de la situation en ce qui concerne la pension de l'individu. ***Catégorie de personnes :*** Les personnes qui sont assujetties à la Loi sur la pension de la Fonction publique, à la Loi sur la pension de retraite de la Gendarmerie royale du Canada, à la Loi sur la continuation des pensions de la Gendarmerie royale du Canada, à la Loi sur la pension de retraite des Forces canadiennes et à la Loi sur la continuation de la pension des services de défense. ***But :*** Ces renseignements sont compilés à la demande du Conseil du Trésor pour l'administration des lois sur les pensions afin d'avoir des renseignements sur les circonstances qui ont mené aux décisions prises dans chaque cas de pension pour assurer une application uniforme de la politique. La Division des pensions transmet ces cas de pension au Conseil du Trésor. ***Usages compatibles :*** Les renseignements que renferme ce fichier peuvent servir à la Division des pensions pour mener des recherches statistiques, développer des modifications aux lois sur la pension ainsi que pour planifier, mettre en oeuvre et évaluer les politiques du gouvernement sur la pension. ***Normes de conservation et de destruction :*** Les documents sont gardés pendant 25 ans (à être approuvé par les Archives nationales du Canada). ***No. APC :*** 69-003 ***Renvoi au dossier # :*** SCT DPP 380 ***Enregistrement (SCT) :*** 002568 ***Numéro de fichier :*** SCT PCE 729

Plaintes des agents négociateurs
Description : Ce fichier contient des renseignements sur les décisions de la Commission des relations de travail dans la Fonction publique et les représentations des agents négociateurs et des plaignants. ***Catégorie de personnes :*** Tous les employés de la Fonction publique (annexe 1 de la Loi sur les relations de travail dans la Fonction publique) au nom desquels les agents négociateurs ont présenté des plaintes, ou qui en ont eux-mêmes présentés. ***But :*** Ce fichier a pour objet de tenir des dossiers sur les plaintes présentées par les agents négociateurs, au nom d'individus, conformément à la Loi sur les relations de travail dans la Fonction publique. ***Usages compatibles :*** Il sert à fournir de l'information générale pour des recherches. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant dix ans après quoi un échantillonnage de 10% est transféré aux Archives nationales du Canada pour être gardé, et le reste est détruit. ***No. APC :*** 69-003 (modification 11) ***Renvoi au dossier # :*** SCT DRT 470 ***Enregistrement (SCT) :*** 001961 ***Numéro de fichier :*** SCT PCE 711

Politique concernant les voyages – cas particuliers
Description : Ce fichier contient de la correspondance du ministre et du Ministère; de la documentation de base concernant les présentations au Conseil du Trésor; des mémoires au président; des lettres de décision et des notes d'analystes concernant des cas particuliers de demande d'exemption à la politique concernant les voyages. ***Catégorie de personnes :*** Toute personne cherchant à obtenir une indemnisation qui diffère des conditions prévues dans la politique concernant les voyages. ***But :*** Le but de ce fichier est de tenir un relevé des cas particuliers dans lesquels des décisions ont été prises au sujet d'exemptions à une politique donnée. ***Usages compatibles :*** Le fichier sert aussi à la recherche en vue de l'élaboration de politiques et à l'examen d'autres demandes d'exemption à la politique concernant les voyages. ***Normes de conservation et de destruction :*** Les documents sont gardés pendant 25 ans (à être approuvé par les Archives nationales du Canada). ***Renvoi au dossier # :*** SCT DPP 360

à leur situation d'identification relative à l'appartenance à un groupe spécial, doivent fournir leur numéro d'assurance sociale pour s'assurer une réponse donnant suite à leur demande. Les normes de conservation restent à être établies. ***Catégorie de personnes :*** Toutes les personnes dont le Conseil du Trésor est l'employeur en vertu de la Loi sur les relations de travail dans la Fonction publique, annexe 1, partie 1. ***But :*** La cueillette des information d'intérêt pour les activités de gestion du personnel se fait en vertu des autorisations et obligations précisées à la Loi sur la gestion des finances publiques (auparavant la Loi sur l'administration financiére), ainsi qu'à la Loi sur les relations de travail dans la Fonction publique. En outre, le Conseil du Trésor maintient des systémes d'information sur les employées de la Fonction publique conformément aux pouvoirs géeéraix que lui conférent les dites lois. Ce fichier est la source principale de données de la main d'oeuvre pour les utilisateurs du Secrétariat du Conseil du trésor et il ser à la planification, la mise en oevre, l'evaluation et la surveillance des politiques gouvernementales. ***Normes de conservation et de destruction :*** Les dossiers principaux pour l'exercice financier sont conservés pendant une période de 25 ans. Les périodes de conservation et de destruction doivent être approuvées par les Archives nationales du Canada ***Enregistrement (SCT) :*** 003560 ***Numéro de fichier :*** SCT PCE 706

Griefs
Description : Ce fichier contient des renseignements sur les griefs soumis à l'arbitrage mais retirés par les employés qui les ont présentés. ***Catégorie de personnes :*** Tous les employés de la Fonction publique (Annexe 1 de la Partie 1 de la Loi sur les relations de travail dans la Fonction publique) qui ont renvoyé leurs griefs à l'arbitrage. ***But :*** Ce fichier a pour objet de tenir un registre des griefs soumis à l'arbitrage qui ont été retirés qu'ils aient été réglés ou non, et qui, par conséquent, n'ont pas nécessité de décision d'arbitrage. ***Usages compatibles :*** Les renseignements servent à fournir de l'information générale pour des recherches. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant cinq ans après quoi un échantillonnage de 10% est transféré aux Archives nationales du Canada pour être gardé, et le reste est détruit. ***No. APC :*** 69-003 (modification 11) ***Renvoi au dossier # :*** SCT DRT 470 ***Enregistrement (SCT) :*** 001962 ***Numéro de fichier :*** SCT PCE 712

Griefs de classification
Description : Ce fichier contient l'information sur tous les aspects des griefs, soit les descriptions de tâches, les organigrammes, les formules de mesures de classification, les décisions de griefs, de même que toute information pertinente. ***Catégorie de personnes :*** Tous les employés fédéraux dont le Conseil du Trésor est considéré comme l'employeur en vertu de la Loi sur les relations de travail dans la Fonction publique et qui ont présenté des griefs de classification. ***But :*** Ce fichier sert à conserver des documents relatifs à tous les griefs de classification, à la fois ceux pour lesquels les ministères ont la délégation de pouvoir, de même que ceux pour lesquels ils n'en ont pas. ***Usages compatibles :*** L'information sert à administrer l'application de la politique des griefs de classification et à fournir des données statistiques et des données générales aux ministères. L'information sert à la recherche de précédents, de même que de moyen de vérification afin de s'assurer que le caractère final et irrévocable des décisions de griefs de classification soit respecté. ***Normes de conservation et de destruction :*** Les documents sont conservés pendant une période de 10 ans, puis détruits. ***No. APC :*** 78-020 ***Renvoi au dossier # :*** SCT DPP 415 ***Enregistrement (SCT) :*** 001134 ***Numéro de fichier :*** SCT PCE 707

Griefs du Conseil national mixte
Description : Ce fichier renferme des renseignements sur les griefs présentés au dernier palier de la procédure de recours du Conseil national mixte. Les dossiers comprennent habituellement des formules de griefs sur lesquelles figurent le nom, l'adresse, le numéro de téléphone, la classification du poste, le nom du Ministère et le lieu de travail du plaignant, ainsi que les réponses obtenues aux autres paliers et des renseignements de base sur chaque cas. Ces renseignements varieront en fonction de l'objet du grief mais pourront porter sur les itinéraires de voyage et de réinstallation et sur les demandes de remboursement de frais, les activités liées à la recherche d'un emploi et leur résultat et, dans des cas exceptionnels, sur l'état de santé du plaignant. ***Catégorie de personnes :*** Les employés des ministères et organismes fédéraux énumérés aux parties I et II de l'annexe I de la Loi sur les relations de travail dans la Fonction publique (lorsque l'employeur et l'agent négociateur font partie du CNM) qui ont présenté leurs griefs au dernier palier, soit le Comité d'administration du CNM. ***But :*** Les renseignements contenus dans ce fichier sont recueillis principalement auprès du Secrétaire général du CNM et servent à résoudre, conformément aux règlements du CNM (article 7 – Règlement des griefs), les erreurs présumées d'interprétation et d'application des politiques, des directives ou des règlements qui ont fait l'objet de consultations au sein du CNM et ont été adoptés par celui-ci. Les agents du Secrétariat du Conseil du Trésor se servent de ces renseignements pour formuler la position de l'employeur en réponse aux griefs déposés au CNM par les employés. ***Usages compatibles :*** Ce fichier est aussi utilisé aux fins de recherche interne visant à établir des comparaisons entre les cas antérieurs et les cas actuels en vue de déterminer s'il existe un précédent. ***Normes de conservation et de destruction :*** Les documents sont conservés pendant 10 ans. Les normes de conservation et de destruction doivent être approuvées par les Archives nationales du Canada. ***Renvoi au dossier # :*** SCT DPP 450 ***Enregistrement (SCT) :*** 002569 ***Numéro de fichier :*** SCT PCE 735

Module informatisé sur la formation linguistique (MIFL)
Description : Le MIFL est un fichier central qui contient des renseignements relatifs à la formation linguistique donnée aux fonctionnaires aux frais de l'État. Le fichier

cueillette des informations d'intérêt pour les activités de gestion du personnel se fait en vertu des autorisations et obligations précisées à la Loi sur la gestion des finances publiques (auparavant la Loi sur l'administration financière), ainsi qu'à la Loi sur les relations de travail dans la Fonction publique. En outre, le Conseil du Trésor maintient des systèmes d'information sur les employés de la Fonction publique conformément aux pouvoirs généraux que lui confèrent les dites lois. Ce fichier est la source principale de données sur la mobilité de la main d'oeuvre pour les utilisateurs du Secrétariat du Conseil du Trésor et il sert à la planification, la mise en oeuvre, l'évaluation et la surveillance des politiques gouvernementales. Les données servent à étayer les activités de planification et de gestion des ressources humaines, qui comprennent la négociation collective, l'analyse de la rémunération, les programmes d'équité en matière d'emploi, ainsi que la planification, la mise en oeuvre, l'évaluation et la surveillance des politiques relatives au personnel. On s'en sert en outre pour répondre à des demandes de renseignements particuliers, pour mener des recherches, des études spéciales et des enquêtes portant sur les questions relatives au personnel, ainsi que pour les demandes de renseignements en vertu de la Loi sur l'accès à l'information et de la Loi sur la protection des renseignements personnels. ***Usages compatibles :*** Ce système sert de source d'information pour le Fichier de données sur les groupes visés par l'équité en matière d'emploi, la Commission de la Fonction publique, Statistique Canada, ainsi que d'autres ministères et organismes fédéraux. On peut se servir de ce système comme source d'information pour les fichiers suivants : Système d'information des titulaires; Système Versements/Retenues; Système de rapports sur les services supplémentaires; Système de rapports sur le congés; Système d'information sur les langues officielles; Système d'information sur la formation et le perfectionnement; Système de collecte de données sur les postes; Système de traitement de la Fonction publique, Système sur les avantages sociaux à l'intention des membres de la gestion supérieure et de la catégorie de la gestion et le Fichier des Systèmes informatisés statistiques (CFP PCE 761) que détient la Commission de la Fonction publique. Il est également possible d'établir des liaisons avec les fichiers énumérés ci-dessus. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. ***Normes de conservation et de destruction :*** Les dossiers principaux pour l'exercice financier sont conservés pendant une période de 25 ans. Les périodes de conservation et de destruction doivent être approuvées par les Archives nationales du Canada. ***Renvoi au dossier # :*** SCT DRT 510 ***Enregistrement (SCT) :*** 002317 ***Numéro de fichier :*** SCT PCE 724

Fichier de données sur les groupes visés par l'équité en matière d'emploi

Description : Ce sondage auprès des employés de la Fonction publique fédérale (annexe 1, partie 1, population, LRTFP) permet aux personnes qui se disent métis, inuit ou autochtone, handicapée ou membre de minorités visibles, de s'identifier comme telles. En avril 1985, un recensement à l'échelle de la Fonction publique a été effectué en vue de constituer ce fichier central de données (SCT PCE 706). Actuellement, diverses méthodes permettant de tenir le fichier à jour sont à l'étude, notamment l'auto-identification volontaire des nouveaux employés,l'auto-identification obligatoire du personnel qui a accès aux programmes et services spéciaux destinés aux groupes susmentionnés, et les sondages de moindre importance grâce auxquels on s'assurera que tous les fonctionnaires fédéraux font l'objet d'un sondage tous les quatre ou cinq ans. Le fichier de renseignements personnels servira à identifier les membres de la Fonction publique qui sont métis, inuits ou autochtones, handicapés ou membres de minorités visibles, à des fins d'analyse. Ces renseignements portent sur les employés énumérés dans l'annexe 1 de la partie 1 de la Loi sur les relations de travail dans la Fonction publique, et facilitent la comparaison entre leur degré de représentation dans la Fonction publique et leur importance numérique dans la population. Le fichier servira également à analyser et à contrôler la situation et l'avancement des populations cibles du sondage, par rapport au reste de la Fonction publique, du point de vue de la répartition sur les plans régional et professionnel, de la formation, de la mobilité, etc. Des comparaisons seront effectuées de façon périodique, en vue de déterminer l'efficacité de l'Action positive et des programmes spéciaux, et de déceler les secteurs susceptibles d'amélioration. La catégorie d'auto-identification et l'identification personnelle obtenue par sondage sont mises en corrélation, à l'aide de l'identification personnelle fournie, avec les autres fichiers, notamment le fichier des titulaires, les autres fichiers appropriés du Système d'information sur la gestion du personnel (SIGP), le Système d'information sur les langues officielles (SILO), l'ensemble du Secrétariat du Conseil du Trésor, ainsi que des fichiers de statistiques relevant de la Commission de la Fonction publique, tels le Fichier de statistiques trimestrielles et le Système de gestion de l'information sur les nominations. Le fichier renferme des données extraites de la formule de sondage, tels le numéro d'assurance sociale, et la situation d'autochtone. Le Fichier fera l'objet d'une mise en corrélation d'après l'identificateur commun, (le numéro d'assurance sociale,) avec les fichiers susmentionnés; on obtiendra ainsi les renseignements concernant l'âge, le sexe, le groupe professionnel, le sous-groupe et le niveau, les années de service, le traitement, etc., de telle manière qu'on puisse produire des tableaux à l'appui de l'analyse décrits ci-dessus. Lorsqu'un répondant n'a pas indiqué son numéro d'assurance sociale, on ne l'introduit qu'à des fins statistiques. Le fichier acquiert des renseignements auprès des autres fichiers, tels les fichiers ordinaires ministériels d'Action positive (POE 918), mais on ne fait, à partir de ce fichier, aucune divulgation de renseignements personnels qui permettent, selon une estimation raisonnable, d'identifier la personne à laquelle ils se rapportent. Les personnes qui veulent avoir accès

Conseil du Trésor du Canada (Secrétariat)
Chapitre 58

Fichiers centraux

Accréditation
Description : Ce fichier a pour objet de tenir un registre précis de chaque unité de négociation et chaque accréditation, re-accréditation et désaccréditation d'agent négociateur conformément à la Loi sur les relations de travail dans la Fonction publique. ***Catégorie de personnes :*** Tous les employés de la Fonction publique (Annexe 1 de la Partie 1 de la Loi sur les relations de travail dans la Fonction publique), à qui s'applique le processus de négociation collective. ***But :*** Ce fichier a pour objet de tenir un registre précis de chaque accréditation d'agent négociateur dans les limites des exigences de l'Annexe 1 de la Partie 1 de la Loi sur les relations de travail dans la Fonction publique ainsi qu'un registre des positions exclus. Il contient des renseignements sur les décisions de la Commission des relations de travail dans la Fonction publique, les demandes des agents négociateurs, la position des intervenants, les listes des positions exclus, et les observations de l'employeur. ***Usages compatibles :*** Ce fichier sert à fournir de l'information générale pour des recherches. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant vingt-cinq ans après quoi un échantillonnage de 10% est transféré aux Archives nationales du Canada pour être gardé, et le reste est détruit. ***No. APC :*** 69-003 (modification 11) ***Renvoi au dossier # :*** SCT DRT 445 ***Enregistrement (SCT) :*** 001960 ***Numéro de fichier :*** SCT PCE 710

Arbitrage – Renvois en vertu de l'article 92 (LRTFP)
Description : Ce fichier contient des renseignements sur les griefs soumis à l'arbitrage et les décisions connexes de la Commission des relations de travail dans la Fonction publique. ***Catégorie de personnes :*** Tous les employés de la Fonction publique (Annexe 1 de la Partie 1 de la Loi sur les relations de travail dans la Fonction publique) qui ont renvoyé leurs griefs à l'arbitrage. ***But :*** Ce fichier a pour objet de tenir un registre des décisions d'arbitrage avec les griefs connexes. ***Usages compatibles :*** Il sert également à fournir de l'information générale pour des recherches. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant 10 ans après quoi un échantillonnage de 10 % est transféré aux Archives nationales du Canada pour être gardé, et le reste est détruit. ***No. APC :*** 69-003 (modification 11) ***Renvoi au dossier # :*** SCT DRT 440 ***Enregistrement (SCT) :*** 001958 ***Numéro de fichier :*** SCT PCE 708

Arbitrage – Renvois en vertu de l'article 99 (LRTFP)
Description : Ce fichier contient des renseignements sur les renvois effectués par l'employeur ou par l'agent négociateur en vertu de l'article 99, LRTFP, et les décisions de la CRTFP. ***Catégorie de personnes :*** Tous les employés de la Fonction publique (Annexe 1 de la Partie 1 de la Loi sur les relations de travail dans la Fonction publique) au nom desquels les renvois ont été soumis. ***But :*** Ce fichier a pour but de maintenir un registre des dossiers sur les renvois effectués par l'employeur ou par les agents négociateurs conformément à la Loi sur les relations de travail dans la Fonction publique afin de faire exécuter une obligation qu'on prétend découler de la convention collective ou de la décision arbitrale. ***Usages compatibles :*** Il permet également de fournir de l'information générale pour des recherches. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant 10 ans après quoi un échantillonnage de 10 % est transféré aux Archives nationales du Canada pour être gardé, et le reste est détruit. ***No. APC :*** 69-003 (modification 11) ***Renvoi au dossier # :*** SCT DRT 440 ***Enregistrement (SCT) :*** 001959 ***Numéro de fichier :*** SCT PCE 709

Exemption à la politique de réinstallation – cas particuliers
Description : Ce fichier renferme la correspondance du ministre et du Ministère; des documents de base; des données relatives aux présentations soumises au Conseil du Trésor, des mémoires au président, des lettres de décision, des notes d'analystes concernant les demandes individuelles d'exemption à la politique de réinstallation. ***Catégorie de personnes :*** Toute personne dont les frais de réinstallation sont partiellement ou entièrement payés par le gouvernement. ***But :*** Ce fichier sert à consigner les cas individuels dans lesquels une décision a été prise quant à la réinstallation. ***Usages compatibles :*** Ce fichier sert aussi à la recherche en vue de l'élaboration de politiques et à l'examen d'autres demandes d'exemption à la politique de réinstallation. ***Normes de conservation et de destruction :*** Les documents sont gardés pendant 25 ans (à être approuvé par les Archives nationales du Canada). ***Renvoi au dossier # :*** SCT DPP 360 ***Enregistrement (SCT) :*** 002571 ***Numéro de fichier :*** SCT PCE 727

Fichier d'information sur la mobilité des employés
Description : Ce fichier renferme le dossier de mobilité de chaque employé de l'administration fédérale. Le dossier de l'employé renferme des renseignements personnels tels que l'âge, le sexe, le numéro d'assurance sociale, la date de naissance, le nom, les dates de nomination et la classification de l'employé. On y retrouve également les raisons des déplacements et les dates d'entrée en vigueur. Le numéro d'assurance sociale (NAS) y apparaîtra jusqu'à ce qu'il soit remplacé par un système d'identification reposant sur l'attribution d'un code unique à chaque employé de l'administration fédérale. ***Catégorie de personnes :*** Toutes les personnes dont le Conseil du Trésor est l'employeur en vertu de la Loi sur les relations de travail dans la Fonction publique. On inclut également certaines personnes employées par les employeurs distincts précisés à l'annexe 1, partie 2 de la dite loi. ***But :*** La

pendant un an après la fin de la période d'emploi, puis ils sont confiés au Centre des documents du personnel. ***Enregistrement (SCT) :*** 003781 ***Numéro de fichier :*** CDA PPE 810

Évaluation du rendement
Description : Ce fichier contient des évaluations, des rapports et de la correspondance concernant le rendement de l'employé au travail (habiletés, aptitudes, réalisations et intérêts). Il contient également des demandes pour suivre des cours et des évaluations; des lettres d'appui; des avis de mesures disciplinaires et la correspondance échangée au sujet de l'inconduite d'un employé; les enquêtes se rapportant à des cas d'inconduite possibles et le rapport d'analyse qui résulte de ces enquêtes. ***Catégorie de personnes :*** Employés de l'institution. ***But :*** Ce fichier contient des renseignements concernant le niveau de rendement de chacun des employés des ministères et organismes fédéraux. Il vise à déterminer le rendement de chacun des employés, notamment en ce qui a trait à la nécessité de donner des cours de formation et de perfectionnement, aux approbations de la rémunération au rendement, aux augmentations annuelles, au maintien en fonction, à la prolongation de la période de stage et au renvoi pendant un stage. ***Usages compatibles :*** Étayer les décisions ayant trait aux promotions, aux mutations, aux rétrogradations, à l'aide aux employés, aux mesures disciplinaires et à la fin de l'emploi. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant un an après la fin de la période d'emploi, puis ils sont confiés au Centre des documents du personnel. Tous les renseignements concernant les mesures disciplinaires sont détruits deux ans après la dernière mesure administrative prise au sujet d'un cas donné. ***Enregistrement (SCT) :*** 003783 ***Numéro de fichier :*** CDA PPE 820

Programme d'équité en matière d'emploi
Description : Ce fichier contient des renseignements personnels sur les employés, notamment sur leurs études; leurs antécédents professionnels et leurs projets de carrière; leur formation et leur perfectionnement. Tous ces renseignements ont été recueillis au moyen de questionnaires ou d'entrevues, ou compilés à partir de leurs dossiers ou des systèmes de données automatisés. Les répondants, qui sont libres de fournir ces renseignements, indiquent leur sexe et s'ils sont autochtones. Le numéro d'employé peut servir à identifier les employés lorsque les ministères et organismes fédéraux ne peuvent pas utiliser un questionnaire anonyme ou lorsqu'il est nécessaire d'avoir ces indicatifs afin de pouvoir trouver le dossier de l'employé. ***Catégorie de personnes :*** Employés de l'institution. ***But :*** Ce fichier contient toute la documentation nécessaire à la mise en oeuvre de la politique relative à l'équité en matière d'emploi. C'est grâce à ces renseignements qu'il est possible d'avoir toutes les données au sujet des employés, présentées selon leur sexe et leur groupe cible (femmes, autochtones et personnes handicapées et personnes faisant partie de minorités visibles). Ces renseignements sont utilisés afin de réaliser un profil personnel des employés et de comparer la situation des membres des groupes cibles avec celles des autres groupes au sein des ministères et organismes fédéraux et avec leurs homologues sur le marché du travail. Le numéro de l'employé peut servir à établir un lien entre les renseignements contenus dans ce fichier et ceux conservés dans un autre fichier comprenant des renseignements sur les employés (par exemple, le Système d'information pour la gestion du personnel) et ce, à des fins statistiques et lorsque la conservation de tels renseignements est conforme aux usages pour lesquels les renseignements personnels ont été recueillis. ***Usages compatibles :*** L'organisme peur recueillir des données à des fins statistiques, pour obtenir des renseignements sur les employés, ou encore à ces deux fins. Les renseignements personnels ne sont versés dans le Fichier de données sur les groupes visés par l'équité en matière d'emploi (SCT PCE 706) qu'à des fins statistiques. Les renseignements recueillis sont utilisés dans le cadre des programmes d'équité en matière d'emploi du gouvernement, afin de déterminer s'il y a discrimination systémique dans l'embauche, de l'éliminer s'il y a lieu et d'introduire des mesures temporaires spéciales qui permettront aux groupes cibles d'être admis et d'être représentés d'une manière équitable au sein de la Fonction publique fédérale. Les renseignements peuvent également être utilisés à l'élaboration et à la mise en oeuvre de la politique connexe à l'équité en matière d'emploi. ***Normes de conservation et de destruction :*** Les critères de destruction pour les documents contenus dans ce fichier n'ont pas encore été établis. ***Enregistrement (SCT) :*** 003782 ***Numéro de fichier :*** CDA PPE 815

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Dotation

Formation et perfectionnement

Griefs

Mesures disciplinaires

Présences et congés

Rémunération et avantages

Stationnement

Voyages et réinstallations

Présences et congés
Rémunération et avantages
Sécurité et santé au travail
Stationnement
Voyages et réinstallations

Conseil de recherches médicales du Canada
Chapitre 56

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Autorisations sécuritaires
Cartes d'identification et laissez-passer
Code régissant les conflits d'intérêts et l'après-mandat
Dossier personnel d'un employé
Dotation
Évaluation du rendement
Formation et perfectionnement
Griefs
Harcèlement
Langues officielles
Mesures disciplinaires
Présences et congés
Rémunération et avantages
Sécurité et santé au travail
Stationnement
Vérification de la fiabilité
Voyages et réinstallations

Conseil des Arts du Canada
Chapitre 57

Fichiers particuliers

Conflits d'intérêt
Description : Ce fichier contient des divulgations volontaires faites par les employés concernant des situations de conflit d'intérêts potentiels, des rapports d'enquête, ainsi que la correspondance concernant les conflits potentiels et réels entre les fonctions officielles des employés et leurs intérêts privés ou les valeurs immobilières qu'ils possèdent. ***Catégorie de personnes :*** Employés de l'institution. ***But :*** Ce fichier contient des renseignements concernant des situations de conflit d'intérêts potentiels ou réels. Il sert à consigner les conflits d'intérêt potentiels et les solutions apportées pour résoudre les situations de conflit d'intérêts réels. ***Usages compatibles :*** Ce fichier sert à étayer les décisions touchant les mutations, les mesures disciplinaires et la fin de l'emploi. ***Normes de conservation et de destruction :*** Ces dossiers sont conservés pendant deux ans après la dernière consultation à des fins administratives. ***Enregistrement (SCT) :*** 003780 ***Numéro de fichier :*** CDA PPE 805

Dossier général d'un employé
Description : Ce fichier renferme des renseignements concernant les caractéristiques personnelles, notamment l'âge, le sexe, le numéro d'assurance sociale, l'état civil, l'adresse et le numéro de téléphone du domicile, ainsi que la correspondance ayant trait à l'embauche et à la cessation d'emploi, la rémunération et les allocations, les déductions et les avantages, la pension de retraite, les présences et les congés, ainsi que les certificats médicaux fournis à l'appui des demandes de congé de maladie. ***Catégorie de personnes :*** Ce fichier se rapporte aux employés anciens et actuels. ***But :*** Ce fichier a pour but de fournir de la documentation et de donner des autorisations pour l'embauche, la fin de l'emploi et les pensions de retraite; les présences et les congés; les dépenses relatives aux traitements et allocations; et les déductions. Le numéro d'assurance sociale sert à des fins d'identification de l'employé et d'uniformisation de la gestion de la rémunération. ***Usages compatibles :*** Le fichier sert aussi à identifier les décisions relatives à l'embauche et à la fin d'emploi; aux présences et aux congés; à la rémunération et aux avantages; aux pensions de retraite. Ces renseignements servent également à faciliter la vérification et le rapprochement des comptes de la rémunération. ***Normes de conservation et de destruction :*** Ces dossiers sont détruits lorsque l'employé a 80 ans, pourvu que deux années se soient écoulées depuis la dernière mesure administrative inscrite au dossier. Les documents sont conservés

Demandes de consultation de dossier
Dossier personnel d'un employé
Évaluation du rendement
Formation et perfectionnement
Griefs
Harcèlement
Langues officielles
Mesures disciplinaires
Présences et congés
Primes d'encouragement
Programme d'équité en matière d'emploi
Rémunération et avantages
Sécurité et santé au travail
Stationnement
Vérification de la fiabilité
Voyages et réinstallations

Conseil de recherches en sciences naturelles et en génie du Canada

Chapitre 55

Fichiers particuliers

Conflits d'intérêt
Description : Ce fichier contient des divulgations volontaires faites par les employés concernant des situations potentielles de conflit d'intérêt, des rapports d'enquête, ainsi que la correspondance concernant les conflits d'intérêt potentiels et réels entre les fonctions officielles des employés et leurs intérêts privés ou les valeurs immobilières qu'ils possèdent. ***Catégorie de personnes :*** Employés de l'institution. ***But :*** Ce fichier contient des renseignements concernant des situations de conflit d'intérêt potentiel ou réel pour les employés des ministères et organismes fédéraux. Il sert à consigner les conflits d'intérêt potentiels et à résoudre les situations réelles de conflit d'intérêt. ***Usages compatibles :*** Étayer les décisions touchant les mutations, les mesures disciplinaires et la fin d'emploi. ***Normes de conservation et de destruction :*** Les dossiers sont détruits deux ans après que la situation reliée à un conflit d'intérêt potentiel est réglée ou que l'on a résolu le cas où il y avait effectivement conflit. ***No. APC :*** 85-001 ***Enregistrement (SCT) :*** 001628 ***Numéro de fichier :*** RSG PPE 801

Évaluations du rendement des employés
Description : Ce fichier contient des évaluations du rendement, des rapports et de la correspondance concernant le niveau de rendement de chacun des employés du CRSNG en ce qui a trait à leurs aptitudes, à leurs compétences, à leurs réalisations et à leurs intérêts. ***Catégorie de personnes :*** Tous les employés du CRSNG nommés pour une période indéterminée ou déterminée ainsi que certains employés temporaires. ***But :*** Ce fichier a pour but de tenir à jour les renseignements sur le niveau de rendement de chacun des employés du CRSNG. Les renseignements servent à étayer les décisions ayant trait au maintien en fonctions, à la cessation d'emploi ou à la prolongation d'employés en période d'essai et à déterminer et approuver la rémunération au rendement et les augmentations de salaire. ***Usages compatibles :*** Les évaluations du rendement servent également aux activités de planification des ressources humaines, par exemple les plans de carrière et de relève, la dotation interne, les mutations, promotions et rétrogradations, l'aide aux employés, les mesures disciplinaires et la cessation d'emploi. À ces fins, les renseignements contenus dans les évaluations du rendement peuvent être divulgués à des comités de cadres et aux comités de sélection internes. De plus, les documents d'évaluation du rendement servent à évaluer l'efficacité du système d'évaluation du rendement même. À cette fin, certains renseignements personnels seront divulgués à des comités d'examen composés de cadres aux fins de l'évaluation de l'équité des échelles de notation utilisées au sein des diverses directions et divisions du CRSNG. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant une période de cinq ans, puis ils sont détruits. ***No. APC :*** 86-001 ***Enregistrement (SCT) :*** 002582 ***Numéro de fichier :*** RSG PPE 802

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion
Aide aux employés
Autorisations sécuritaires
Cartes d'identification et laissez-passer
Dossier personnel d'un employé
Dotation
Formation et perfectionnement
Griefs
Langues officielles
Mesures disciplinaires

Conseil de la radiodiffusion et des télécommunications canadiennes

Chapitre 53

Fichiers particuliers

Mutations

Description : La base de données fournit un inventaire des candidats qui veulent être mutés. Il comprendra des curriculum vitae des fonctionnaires, incluant des lettres de référence ainsi qu'une attestation d'études et des connaissances d'une langue seconde. ***Catégorie de personnes :*** Fonctionnaires du Conseil et en dehors du Conseil. ***But :*** La banque identifierait les employés susceptibles d'être mutés à des postes au sein du Conseil et à l'extérieur. ***Usages compatibles :*** Aucun. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant une période de cinq ans. ***No. APC :*** 86-001 ***Enregistrement (SCT) :*** 003266 ***Numéro de fichier :*** CRT PPE 805

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Vérification de la fiabilité

Voyages et réinstallations

Conseil de recherches en sciences humaines du Canada

Chapitre 54

Fichiers particuliers

Dotation

Description : Ce fichier contient les demandes de dotation; les descriptions de poste; les échelles de salaire; les profils de sélection; les affiches de concours; les demandes de mutation; les listes de mises à pied; les imprimés d'ordinateur relatifs au répertoire des ressources humaines; les demandes des candidats; les listes de candidats; les documents relatifs aux examens et à leurs résultats; les listes d'admissibilité; les offres d'emploi; et la correspondance relative à la dotation faite par divers moyens, notamment par voie de concours et à l'aide du répertoire des ressources humaines. On trouve dans les dossiers du fichier une grande variété de renseignements personnels qui portent notamment sur l'âge, le sexe, les niveaux des études et le numéro d'assurance sociale. (N.B. On peut également trouver des avis relatifs à des décisions de dotation dans le dossier personnel d'un employé). ***Catégorie de personnes :*** Les employés du Conseil et les employés prospectifs du Conseil. ***But :*** Les renseignements sont utilisés pour la sélection des candidats et la dotation des postes. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant deux ans. ***No. APC :*** 81-028 ***Enregistrement (SCT) :*** 002434 ***Numéro de fichier :*** RSH PPU 802

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Conseil d'examen du prix des médicaments brevetés

Chapitre 51

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Les accidents d'automobile, de bateau, d'embarcation et d'avion

Mesures disciplinaires

Présences et congés

Primes d'encouragement

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Vérifications de la fiabilité

Voyages et réinstallations

Conseil de contrôle des renseignements relatifs aux matières dangereuses

Chapitre 52

Fichiers particuliers

Exclusion pour des raisons confidentielles ou de gestion

Description : Ce fichier contient des renseignements personnels relatifs aux exclusions. Il comprend les dates d'entrée en vigueur des exclusions, l'identification de l'unité de négociation, le numéro et le titre du poste, le groupe et le niveau de l'employé, et les motifs d'exclusion. ***Catégorie de personnes :*** Employés du Conseil de contrôle des renseignements relatifs aux matières dangereuses. ***But :*** Ce fichier sert à maintenir une liste complète des exclusions des personnes préposées à gestion et à des fonctions confidentielles au Conseil, et constitue le seul registre officiel des exclusions. ***Normes de conservation et de destruction :*** Les avis d'acceptation ou d'objections sont conservés pendant trois ans et les dossiers d'exclusions pendant cinq ans. ***Enregistrement (SCT) :*** 002881 ***Numéro de fichier :*** RMD PPE 805

Système d'utilisation des années-personnes

Description : Ce fichier contient le nom, la classification et la date d'embauche de chaque employé faisant partie de l'effectif à la fin de la période visée par le rapport. On utilise ces renseignements pour vérifier l'identité des employés et relier cette information à celle du système d'information sur le personnel de CSC. ***Catégorie de personnes :*** Renseignements relatifs aux employés du Conseil. ***But :*** Le fichier sert à calculer les années-personnes qui sont utilisées aux fins de la gestion interne et dans le rapport annuel présenté au Conseil du Trésor. ***Normes de conservation et de destruction :*** On conserve ces dossiers pendant deux ans. ***Enregistrement (SCT) :*** 002883 ***Numéro de fichier :*** RMD PPE 810

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Autorisations de sécurité

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Langues officielles

Présences et congés

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Vérification de la fiabilité

Voyages et réinstallations

certificats; les dossiers concernant le paiement des frais et la correspondance connexe à la participation des employés à des cours de formation et de perfectionnement parrainés par le gouvernement ou par des organismes privés. Il convient de signaler que les dossiers relatifs à la participation et aux résultats obtenus sont joints aux dossiers personnels des employés et que l'on trouve dans le fichier concernant les évaluations de rendement, les renseignements touchant le besoin en perfectionnement pour chaque employé en vue d'améliorer son rendement. ***Catégorie de personnes :*** Employés de l'institution. ***But :*** Fournir de la documentation pour l'administration des programmes de formation et de perfectionnement. ***Usages compatibles :*** Approuver et inscrire la participation des employés à des cours de formation et de perfectionnement et confirmer les réalisations des employés. ***Normes de conservation et de destruction :*** Les dossiers peuvent être détruits deux ans après la fin des cours de formation et de perfectionnement suivis par un employé. ***Renvoi au dossier # :*** CNC DAF 915, CNC DAF 903 ***Enregistrement (SCT) :*** 003024 ***Numéro de fichier :*** CNC PPE 001

Présences et congés
Description : Ce fichier contient des rapports sur les absences et les demandes de congé, ainsi que les certificats médicaux connexes à un congé de maladie. Ces renseignements sont présentés sous forme de modules automatisés enregistrés dans des bases de données sur le personnel. ***Catégorie de personnes :*** Employés du Conseil canadien des normes. ***But :*** Ce fichier sert à obtenir des renseignements pour l'administration des congés et des présences des employés. ***Usages compatibles :*** Consigner les congés autorisés et les jours de présence; étayer les décisions relatives à la rémunération et aux avantages, notamment en ce qui a trait aux congés et à la fin d'emploi. ***Normes de conservation et de destruction :*** Les dossiers sont détruits deux ans après la fin de l'exercice financier. ***Renvoi au dossier # :*** CNC DAF 903 ***Enregistrement (SCT) :*** 003025 ***Numéro de fichier :*** CNC PPE 002

Vérification de la fiabilité
Description : Ce fichier contient des renseignements rassemblé par l'institution lorsqu'elle a procédé, conformément à la politique du gouvernement du Canada sur la sécurité, à des vérifications de la fiabilité des personnes demandant à travailler dans ses services en vertu d'une nomination. Le fichier renferme des données sur les études, les antécédents professionnels, les casiers judiciaires et les vérifications des références. ***Catégorie de personnes :*** Les candidats retenus qui ont demandé à travailler au Conseil canadien des normes en vertu d'une nomination. ***But :*** Confirmer l'identité des gens et déterminer s'ils sont dignes de confiance pour exécuter leurs tâches avec fiabilité et honnêteté. ***Usages compatibles :*** Étayer les décisions se rapportant à l'embauchage et à la cessation d'emploi. ***Normes de conservation et de destruction :*** Les renseignements contenus dans ce fichier sont détruits deux ans après le départ de l'employé. ***Renvoi au dossier # :*** CNC DAF 903 ***Enregistrement (SCT) :*** 003026 ***Numéro de fichier :*** CNC PPE 003

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Évaluation du rendement

Rémunération et avantages

Conseil canadien des relations de travail

Chapitre 50

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Langues officielles

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Stationnement

Voyages et réinstallations

(2) des rapports confidentiels sur les biens, les exigibilités et la participation à des activités extérieures pouvant faire l'objet de rapports confidentiels conformément au Code régissant les conflits d'intérêts et l'après-mandat. ***Catégorie de personnes :*** Employés du CCN ***But :*** Ce fichier renferme des renseignements (1) indiquant si l'employé a lu et compris le Code du CCN et s'engage à l'observer comme condition d'emploi; (2) indiquant s'il existe des possibilités de conflits d'intérêts pour les employés d'organismes ou ministères fédéraux; (3) qui permettent de tenir un registre des conflits d'intérêts potentiels, de résoudre les conflits d'intérêts réels, et (4) de consigner les mesures d'observation d'après-mandat qui sont requises de l'employé, y compris les décisions réduisant le délai de prescription. ***Usages compatibles :*** Résoudre des conflits d'intérêts réels et potentiels. ***Normes de conservation et de destruction :*** Le ministère ou organisme auquel le document d'attestation et le rapport confidentiel ont été soumis conserve ces documents pendant la durée d'emploi, plus deux ans, après quoi les documents sont détruits. ***Renvoi au dossier # :*** CNC DAF 903 ***Enregistrement (SCT) :*** 003209 ***Numéro de fichier :*** CNC PPE 005

Dossier personnel d'un employé

Description : Ce fichier contient le dossier sommaire de toutes les périodes d'emploi d'une personne au sein du Conseil canadien des normes. Ce dossier est conservé afin de faciliter l'administration du personnel. Les renseignements contenus dans les dossiers d'un employé peuvent être utilisés aux fins suivantes : prendre des décisions ayant trait à la dotation; aux présences et aux congés; à la rémunération et aux avantages; à la formation et au perfectionnement; à l'hygiène et à la sécurité professionnelles; aux langues officielles; à la discipline; et lorsque les renseignements touchant un domaine peuvent influer sur une décision prise dans un autre domaine. Dans les cas susmentionnés, le fichier contient des renseignements succincts et connexes à des renseignements plus détaillés trouvés dans d'autres fichiers. Ces renseignements peuvent être utilisés, autant que ce soit d'une manière conforme aux usages prévus, afin d'assurer que les mesures prises en matière de personnel au sein des ministères et organismes fédéraux soient coordonnées dans le meilleur intérêt de l'employé et de l'employeur. C'est l'organisme ou le ministère pour lequel l'employé travaille présentement qui exerce le contrôle sur le dossier personnel de ce dernier. Ce fichier renferme des renseignements concernant les caractéristiques personnelles, notamment l'âge et le sexe; le numéro d'assurance sociale; l'adresse domiciliaire; la citoyenneté; les études (diplômes, certificats et bulletins); les emplois antérieurs non gouvernementaux, le curriculum vitae et les références; l'emplacement de l'organisme ou du ministère; les nominations, les mutations, les promotions et les rétrogradations; les périodes d'emploi, notamment les stages, les mises à pied et la durée de l'emploi; la classification, notamment les numéros de poste, les groupes, les niveaux, les titres et les traitements; les pensions et les assurances, notamment les noms des bénéficiaires. On peut également y trouver, le cas échéant, des renseignements concernant le service militaire, y compris les périodes et les domaines de service; les réalisations professionnelles, y compris les publications, les brevets et les primes; les passeports; la fin de l'emploi, notamment les certificats et les raisons du départ de l'employé. Le dossier individuel d'un employé comprend des résumés de décisions concernant la dotation; les présences et les congés; la rémunération et les avantages; la formation et le perfectionnement; les décisions concernant les indemnités et l'aptitude au travail; les langues officielles; la discipline; et les vérifications de fiabilité. On trouve toutefois les renseignements principaux concernant ces sujets dans les autres fichiers ordinaires décrits ci-après. Il se peut que le dossier individuel de l'employé ne comprenne pas les renseignements personnels utilisés pour prendre des décisions dans les domaines susmentionnés. ***Catégorie de personnes :*** Employés de l'institution. ***But :*** Ce fichier a pour but de fournir de la documentation et de donner des autorisations pour les nominations, les mutations, les promotions, les rétrogradations, la fin de l'emploi et les pensions de retraite. ***Usages compatibles :*** Identifier les décisions relatives à la dotation, aux présences et aux congés; à la rémunération et aux avantages; à la formation et au perfectionnement; à l'hygiène et à la sécurité professionnelles; aux langues officielles; à la discipline, ainsi qu'à la vérification des références professionnelles. Ces renseignements servent également aux divers régimes d'assurance-maladie provinciaux; aux assureurs de groupe; et à Santé nationale et Bien-être social (aux fins des pensions). ***Normes de conservation et de destruction :*** Les dossiers sont gardés par l'organisme ou le ministère pour lequel travaille actuellement l'employé pour toute la durée d'emploi, plus un an. Après cette période, les renseignements sont transférés aux Archives nationales du Canada et sont gardés jusqu'à ce que l'employé ait atteint l'âge de 70 ans ou jusqu'à deux ans après le décès de l'employé; après quoi, le dossier est détruit, pourvu que deux ans se soient écoulés depuis la dernière utilisation à des fins administratives des renseignements en question. Quant aux dossiers relatifs à des mesures disciplinaires, la durée de conservation est de trois ans suivant la date à laquelle les mesures disciplinaires ont été prises, autant qu'aucune autre mesure disciplinaire n'ait été prise depuis. Lorsque les mesures disciplinaires ont été annulées, c'est l'organisme ou le ministère qui voit à ce que le document touchant cette mesure soit immédiatement détruit. Pour tous les renseignements jugés de nature historique ou qui ont une valeur sur le plan des archives, c'est l'archiviste national du Canada qui décide quels dossiers seront conservés en permanence par les Archives nationales du Canada. ***Enregistrement (SCT) :*** 003027 ***Numéro de fichier :*** CNC PPE 004

Formation et perfectionnement

Description : Ce fichier comprend les données suivantes : des demandes pour suivre des cours et des évaluations; le numéro d'assurance sociale; les

politique sur la sécurité du gouvernement fédéral. Le fichier contient des données ayant trait à leurs études, à leurs qualités et à leurs antécédents professionnels, à leur dossier de crédit, et à leur casier judiciaire, si elles en ont un, ainsi que d'autres données personnelles. Ces renseignements servent à confirmer l'identité et à déterminer la fiabilité de ces personnes. ***Catégorie de personnes :*** Personnes travaillant ou voulant travailler à la Commission nationale des libérations conditionnelles par voie de nomination, d'affectation ou d'accord contractuel. ***But :*** Ce fichier sert à confirmer l'identité des personnes en cause et à déterminer si l'on peut s'attendre à ce qu'elles exécutent leurs tâches de façon honnête et fiable. ***Usages compatibles :*** Les renseignements sont utilisés pour appuyer les décisions relatives à des mutations, à des promotions, à des mesures disciplinaires et à des cessations d'emploi. ***Normes de conservation et de destruction :*** Les renseignements contenus dans ce fichier sont détruits deux ans après la dernière utilisation à des fins administratives. ***No. APC :*** 86-001 ***Renvoi au dossier # :*** CLC CLC 005 ***Enregistrement (SCT) :*** 002100 ***Numéro de fichier :*** CLC PPE 801

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Stationnement

Voyages et réinstallations

Condition féminine Canada

Chapitre 48

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Voyages et réinstallations

Conseil canadien des normes

Chapitre 49

Fichiers particuliers

Code régissant les conflits d'intérêts et l'après-mandat

Description : Ce fichier renferme (1) les documents d'attestation montrant que l'employé a lu et compris le Code du Conseil canadien des normes (CCN) et s'engage à observer le Code comme condition d'emploi et indiquant s'il possède ou non des biens et s'il a des biens ou des exigibilités visés par l'article 6, et participe aux activités décrites dans l'article 14 du Code du CCN;

Parlement ou de ses règlements et, depuis le 1er juin 1993, à la suite des modifications apportées à la Loi sur les relations de travail dans la fonction publique, manquement au devoir de représentation juste. ***Usages compatibles :*** Appuyer les décisions de la Commission concernant les plaintes pour pratique déloyale. ***Normes de conservation et de destruction :*** Les dossiers des affaires sont conservés pendant les 10 années qui suivent le règlement de ces cas. Les décisions de la Commission sont microfilmées trois ans après qu'elles ont été rendues. Ces microfilms sont conservés pendant 50 ans, puis transférés aux Archives nationales du Canada à des fins archivistiques. ***No. APC :*** 85-013 ***Renvoi au dossier # :*** RTC BSG 060 ***Enregistrement (SCT) :*** 000774 ***Numéro de fichier :*** RTF PCE 703

Fichiers particuliers

Nomination des arbitres (griefs et différends)
Description : Ce fichier renferme des renseignements concernant la nomination des arbitres (griefs et différends) à la Commission. ***Catégorie de personnes :*** Arbitres (anciens et actuels) nommés par la Commission pour résoudre les différends et arbitres nommés par un décret en conseil pour trancher les griefs. ***But :*** Ce fichier sert à consigner les renseignements concernant la nomination des arbitres (griefs et différends). ***Usages compatibles :*** Le fichier permet également de consigner et de fournir des renseignements sur les personnes nommées à titre d'arbitres. ***Normes de conservation et de destruction :*** Les renseignements sont conservés pendant 25 ans. ***Renvoi au dossier # :*** RTF BSG 155 ***Enregistrement (SCT) :*** 002186 ***Numéro de fichier :*** RTF PPE 802

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Langues officielles

Mesures disciplinaires

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Vérification de la fiabilité

Voyages et réinstallations

Commission du droit d'auteur Canada

Chapitre 46

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Langues officielles

Présences et congés

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Commission nationale des libérations conditionnelles

Chapitre 47

Fichiers particuliers

Vérification approfondie de fiabilité
Description : Ce fichier contient des renseignements recueillis par la Commission nationale des libérations conditionnelles (CNLC) au cours de vérifications de fiabilité effectuées sur des personnes travaillant ou voulant travailler à la CNLC par voie de nomination, d'affectation ou d'accord contractuel, conformément à la

est proposée au titre des fonctions nécessaires pour la sécurité du public. ***Usages compatibles :*** Appuyer les décisions de la Commission sur la question de savoir si certaines personnes membres de la Fonction publique du Canada sont des employés «désignés». ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant les 10 années qui suivent le règlement de ces cas. Les décisions de la Commission sont microfilmées trois ans après qu'elles ont été rendues. Ces microfilms sont conservés pendant 50 ans, puis transférés aux Archives nationales du Canada à des fins archivistiques. ***No. APC :*** 85-013 ***Renvoi au dossier # :*** RTF BSG 080 ***Enregistrement (SCT) :*** 000779 ***Numéro de fichier :*** RTF PCE 708

Griefs renvoyés à l'arbitrage
Description : Ce fichier contient les formulaires de renvoi à l'arbitrage, les copies de griefs, les réponses données par des employeurs à tous les paliers de la procédure de règlement des griefs, les avis d'auditions connexes ou les avis de décisions rendues par la Commission. ***Catégorie de personnes :*** Ce fichier concerne les personnes employées dans la Fonction publique du Canada ou au Parlement qui ont soumis des griefs à la Commission. ***But :*** Ce fichier a pour but d'enregistrer, à l'intention des arbitres membres de la Commission, les griefs concernant des violations alléguées de dispositions de conventions collectives ainsi que les griefs concernant des mesures disciplinaires importantes et, depuis le 1er juin 1993, à la suite des modifications apportées à la Loi sur les relations de travail dans la fonction publique, cessation d'emploi pour des motifs autres que ceux d'ordre disciplinaire. ***Usages compatibles :*** Appuyer les décisions de la Commission concernant les griefs arbitrables. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant les 10 années qui suivent le règlement de ces cas. Les décisions de la Commission sont microfilmées trois ans après qu'elles ont été rendues. Ces microfilms sont conservés pendant 50 ans, puis transférés aux Archives nationales du Canada à des fins archivistiques. ***No. APC :*** 85-013 ***Renvoi au dossier # :*** RTF BSG 065 ***Enregistrement (SCT) :*** 000772 ***Numéro de fichier :*** RTF PCE 701

Opposition à l'exclusion de personnes en tant que préposées à la gestion ou à des fonctions confidentielles
Description : Ce fichier contient les demandes d'employeurs visant à exclure des employés de certaines unités de négociation, ainsi que les réponses données à ces demandes, et les décisions rendues par la Commission. ***Catégorie de personnes :*** Ce fichier concerne les personnes qui, selon l'employeur, exercent des fonctions confidentielles ou de gestion dans la Fonction publique du Canada, ou au Parlement. ***But :*** Ce fichier a pour but de consigner, à l'intention de la Commission, les objections que des agents négociateurs ont faites au sujet de propositions d'employeurs qui visent à exclure des employés de certaines unités de négociation, en invoquant comme motif que ces derniers exercent des fonctions confidentielles ou de gestion. Depuis le 1er juin 1993, à la suite des modifications apportées à la Loi sur les relations de travail dans la fonction publique, ce sont les postes plutôt que les fonctionnaires dont l'exclusion au titre des fonctions de direction ou de confiance est proposée. ***Usages compatibles :*** Appuyer les décisions de la Commission qui concernent l'exclusion de certaines personnes des unités de négociation. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant les dix années qui suivent le règlement de ces cas. Les décisions de la Commission sont microfilmées trois ans après qu'elles ont été rendues. Ces microfilms sont conservés pendant 50 ans, puis transférés aux Archives nationales du Canada à des fins archivistiques. Les formules d'approbation d'exclusions sont conservées pendant deux ans à compter de la date où elles ont été données et sont ensuite détruites. ***No. APC :*** 85-013 ***Renvoi au dossier # :*** RTC BSG 075 ***Enregistrement (SCT) :*** 000773 ***Numéro de fichier :*** RTF PCE 702

Plaintes – Code canadien du travail – partie II
Description : Ce fichier contient les plaintes que les employés déposent contre leur employeur à la suite de mesures prises par ce dernier parce qu'ils ont agi en conformité avec les dispositions des articles 128 ou 129 du Code canadien du travail – partie II. ***Catégorie de personnes :*** Fonctionnaires fédéraux. ***But :*** Ce fichier a pour but de consigner la décision rendue par la Commission à l'égard des plaintes que les employés déposent contre leur employeur. ***Usages compatibles :*** Appuyer les décisions rendues par la Commission quant à savoir si l'employeur a pris ou non des mesures contre l'employé parce qu'il a agi en conformité avec l'article 128 ou 129 de la partie II du Code canadien du travail. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant les 10 années qui suivent le règlement de ces cas. Les décisions de la Commission sont micro-filmées trois ans après qu'elles ont été rendues. Ces microfilms sont conservés pendant 50 ans, puis transférés aux Archives nationales du Canada à des fins archivistiques. ***Renvoi au dossier # :*** RTF BSG 150 ***Enregistrement (SCT) :*** 001881 ***Numéro de fichier :*** RTF PCE 709

Plaintes relatives à des pratiques de travail déloyales
Description : Ce fichier contient les formulaires de plaintes, les réponses à ces plaintes, les avis d'audition connexes et les décisions rendues par la Commission. ***Catégorie de personnes :*** Ce fichier concerne les personnes membres de la Fonction publique du Canada ou employées au Parlement qui ont déposé une plainte contre un employeur ou une association d'employés, en alléguant que ceux-ci n'ont pas respecté certains règlements, procédures ou décisions de la Commission. ***But :*** Ce fichier a pour but de consigner, à l'intention de la Commission, les plaintes alléguant qu'un employeur ou une association d'employés n'a pas exécuté soit une disposition quelconque d'une certaine décision arbitrale, soit une décision d'un arbitre, ou alléguant qu'il y a eu violation de certaines dispositions de la Loi sur les relations de travail dans la Fonction publique ou de son Règlement, ou de la Loi sur les relations de travail au

la Loi sur les relations de travail dans la Fonction publique. ***But :*** Ce fichier a pour but de consigner, à l'intention de la Commission, les demandes faites pour obtenir de la Commission l'autorisation de poursuivre en justice certaines personnes en raison d'une allégation selon laquelle ces personnes n'ont pas obéi à une interdiction quelconque prévue dans certains articles de la Loi sur les relations de travail dans la Fonction publique ou de la Loi sur les relations de travail au Parlement. ***Usages compatibles :*** Appuyer les décisions rendues par la Commission au sujet des demandes d'autorisation de poursuivre. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant les 10 années qui suivent le règlement de ces cas. Les décisions de la Commission sont microfilmées trois ans après qu'elles ont été rendues. Ces microfilms sont conservés pendant 50 ans, puis transférés aux Archives nationales du Canada à des fins archivistiques. ***No. APC :*** 85-013 ***Renvoi au dossier # :*** RTF BSG 105 ***Enregistrement (SCT) :*** 000778 ***Numéro de fichier :*** RTF PCE 707

Décisions des agents de sécurité
Description : Ce fichier contient les décisions des agents de sécurité qui sont renvoyées au Conseil, concernant le refus d'un employé de travailler pour cause de danger. ***Catégorie de personnes :*** Les fonctionnaires fédéraux qui ont demandé à un agent de sécurité de renvoyer sa décision à la Commission. ***But :*** Ce fichier a pour but de consigner les décisions rendues par la Commission à la suite d'une enquête sur les circonstances dans lesquelles l'agent de sécurité a pris sa décision ainsi que les motifs de cette dernière. ***Usages compatibles :*** Appuyer les décisions rendues par la Commission après son enquête sur les décisions des agents de sécurité, relatives à la présence ou non d'un danger. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant les 10 années qui suivent le règlement de ces cas. Les décisions de la Commission sont microfilmées trois ans après qu'elles ont été rendues. Ces microfilms sont conservés pendant 50 ans, puis transférés aux Archives nationales du Canada à des fins archivistiques. ***Renvoi au dossier # :*** RTF BSG 145 ***Enregistrement (SCT) :*** 001880 ***Numéro de fichier :*** RTF PCE 710

Demande de prolongation de délai
Description : Ce fichier contient les demandes de prolongation de délai, les avis d'auditions connexes et les décisions rendues par la Commission. ***Catégorie de personnes :*** Ce fichier concerne les personnes membres de la Fonction publique du Canada ou employées au Parlement qui ont présenté une demande de prolongation de délai afin de pouvoir présenter un grief ou donner une réponse à une procédure. ***But :*** Ce fichier a pour but de consigner, à l'intention de la Commission, les demandes de prolongation de délai faites par des personnes désireuses de présenter un grief à un employeur, de faire renvoyer un grief à l'arbitrage de la Commission, ou de soumettre une réponse à une procédure. ***Usages compatibles :*** Appuyer les décisions de la Commission concernant les demandes de prolongation de délai. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant les 10 années qui suivent le règlement de ces cas. Les décisions de la Commission sont microfilmées trois ans après qu'elles ont été rendues. Ces microfilms sont conservés pendant 50 ans, puis transférés aux Archives nationales du Canada à des fins archivistiques. ***No. APC :*** 85-013 ***Renvoi au dossier # :*** RTF BSG 110 ***Enregistrement (SCT) :*** 000776 ***Numéro de fichier :*** RTF PCE 705

Demande de révision
Description : Ce fichier contient les demandes de révision des décisions de la Commission, les réponses à ces demandes, les avis d'auditions connexes et les décisions rendues par la Commission au sujet du traitement de ces demandes. ***Catégorie de personnes :*** Ce fichier concerne les personnes membres de la Fonction publique du Canada ou employées au Parlement qui ont présenté à la Commission une demande en vue de faire réviser, amender, altérer ou modifier une décision quelconque rendue par la Commission. ***But :*** Ce fichier a pour but de consigner, à l'intention de la Commission, les demandes faites en vertu de l'article 27 de la Loi sur les relations de travail dans la Fonction publique ou de l'article 17 de la Loi sur les relations de travail au Parlement afin de faire réviser, amender, altérer ou modifier une décision ou une ordonnance quelconque rendue par cette Commission. ***Usages compatibles :*** Appuyer les décisions rendues par la Commission au sujet des demandes de révision de ses décisions. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant les 10 années qui suivent le règlement de ces cas. Les décisions de la Commission sont microfilmées trois ans après qu'elles ont été rendues. Ces microfilms sont conservés pendant 50 ans, puis transférés aux Archives nationales du Canada à des fins archivistiques. ***No. APC :*** 85-013 ***Renvoi au dossier # :*** RTF BSG 050 ***Enregistrement (SCT) :*** 000777 ***Numéro de fichier :*** RTF PCE 706

Détermination des employés désignés
Description : Ce fichier contient les listes des postes considérés comme étant «désignés», les avis d'auditions connexes, les décisions rendues par la Commission à leur égard et les listes des employés «désignés». ***Catégorie de personnes :*** Ce fichier concerne les personnes membres de la Fonction publique du Canada et qui sont réputées des employés «désignés», c'est-à-dire des personnes dont les fonctions sont nécessaires dans l'intérêt de la sûreté ou de la sécurité du public. ***But :*** Ce fichier a pour but de consigner, à l'intention de la Commission, les objections que des agents négociateurs ont faites pour s'opposer aux propositions d'employeurs qui veulent que certains employés ou certaines classes d'employés membres d'une certaine unité de négociation soient considérés comme des employés «désignés». Depuis le 1er juin 1993, à la suite des modifications apportées à la Loi sur les relations de travail dans la fonction publique, ce sont les postes plutôt que les fonctionnaires dont l'exclusion

Griefs
Harcèlement
Mesures disciplinaires
Primes d'encouragement
Stationnement
Voyages et réinstallations

Commission des plaintes du public contre la GRC
Chapitre 44

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés
Autorisations sécuritaires
Cartes d'identification et laissez-passer
Code régissant les conflits d'intérêts et l'après-mandat
Dossier personnel d'un employé
Dotation
Évaluation du rendement
Formation et perfectionnement
Griefs
Langues officielles
Les accidents d'automobile, de bateau, d'embarcation et d'avion
Mesures disciplinaires
Présences et congés
Programme d'équité en matière d'emploi
Rémunération et avantages
Sécurité et santé au travail
Stationnement
Voyages et réinstallations

Commission des relations de travail dans la Fonction publique
Chapitre 45

Fichiers centraux

Annulation de l'accréditation
Description : Ce fichier contient les demandes de révocation d'accréditation, les réponses à ces demandes, les avis d'auditions connexes et les décisions rendues par la Commission. ***Catégorie de personnes :*** Ce fichier concerne les personnes membres de la Fonction publique du Canada ou employées au Parlement qui sont réputées faire partie d'une unité de négociation et qui ont transmis à la Commission une demande de révocation de l'accréditation de leur agent négociateur. ***But :*** Ce fichier a pour but de consigner, à l'intention de la Commission, les demandes que des personnes ont faites en vertu de l'article 42 de la Loi sur les relations de travail dans la Fonction publique ou de l'article 29 de la Loi sur les relations de travail au Parlement pour obtenir une déclaration attestant que leur agent négociateur ne représente plus la majorité des employés membres d'une certaine unité de négociation. ***Usages compatibles :*** Appuyer les décisions de la Commission concernant les demandes de révocation de l'accréditation de certains agents négociateurs. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant les 10 années qui suivent le règlement de ces cas. Les décisions de la Commission sont microfilmées trois ans après qu'elles ont été rendues. Ces microfilms sont conservés pendant 50 ans, puis transférés aux Archives nationales du Canada à des fins archivistiques. ***No. APC :*** 85-013 ***Renvoi au dossier # :*** RTF BSG 025 ***Enregistrement (SCT) :*** 000775 ***Numéro de fichier :*** RTF PCE 704

Autorisation d'intenter des poursuites
Description : Ce fichier contient des demandes d'autorisation de poursuivre, des déclarations réglementaires ou assermentées, les réponses à ces demandes, les avis d'auditions connexes et les décisions rendues par la Commission. ***Catégorie de personnes :*** Ce fichier concerne les personnes membres de la Fonction publique du Canada ou employées au Parlement contre lesquelles, sur demande de leur employeur, on a envisagé ou l'on envisage actuellement des poursuites en raison d'une allégation selon laquelle elles n'ont pas observé certains articles de

rapportent aux employés de l'institution. ***But :*** Ce fichier contient toute la documentation nécessaire à la mise en oeuvre de la politique en matière d'équité en matière d'emploi pour tous les ministères et organismes fédéraux assujettis à l'annexe 1 de la partie 1 de la Loi sur les relations de travail dans la fonction publique. C'est grâce à ces renseignements qu'il est possible d'avoir toutes les données au sujet des employés, présentées selon leur sexe et leur groupe cible (femmes, autochtones et handicapés physiques et mentaux et minorités visibles). ***Usages compatibles :*** Ces renseignements sont utilisés afin de réaliser un profil personnel des employés et de comparer la situation des membres des groupes cibles avec celles des autres groupes au sein des ministères et organismes fédéraux et avec leurs homologues sur le marché du travail. Le numéro d'assurance sociale ou le numéro de l'employé peut servir à établir un lien entre les renseignements contenus dans ce fichier et ceux conservés dans un autre fichier comprenant des renseignements sur les employés (par exemple, le Système d'information pour la gestion du personnel) et ce, à des fins statistiques et lorsque la conservation de tels renseignements est conforme aux usages pour lesquels les renseignements personnels ont été recueillis. Les renseignements recueillis sont utilisés dans le cadre des programmes d'équité en matière d'emploi du gouvernement, afin de déterminer s'il y a discrimination systémique dans l'embauche, de l'éliminer s'il y a lieu et d'introduire des mesures temporaires spéciales qui permettront aux groupes cibles d'être admis et d'être représentés d'une manière équitable au sein de la fonction publique fédérale. Les renseignements peuvent également être utilisés à l'élaboration et la mise en oeuvre de la politique connexe à l'équité en matière d'emploi. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant cinq (5) ans et sont ensuite détruits. ***No. APC :*** 86-001 ***Renvoi au dossier # :*** CFP DRH 160 ***Enregistrement (SCT) :*** 002920 ***Numéro de fichier :*** CFP PPE 813

Rémunération et avantages
Description : Ce fichier peut contenir les certifications nécessaires pour la rémunération, les indemnités et les déductions et présente des renseignements au sujet du traitement et des avantages pour chaque employé y compris le numéro d'assurance sociale et le code d'identification de dossier personnel (CIDP) débutant le 1er mars 1994 ainsi que la correspondance connexe à l'administration de la paye et des avantages. Le fichier peut également comprendre des dispositions concernant les fonds relatifs à la saisie-arrêt et à la distraction. Le dossier touchant les gains et la pension de retraite est joint au dossier personnel de chaque employé. ***Catégorie de personnes :*** Ce fichier concerne les employés de l'institution. ***But :*** Ce fichier contient de la documentation sur l'administration de la rémunération et des avantages au sein des ministères et organismes fédéraux. Il sert également à approuver le paiement des traitements et des indemnités ainsi que les retenues. Le numéro d'assurance sociale est utilisé à des fins d'identification et afin d'assurer que l'administration de la paye et des avantages soit uniforme. Il faut inscrire le numéro d'assurance sociale; toutefois, il peut y avoir des cas d'exception lorsqu'il y a des circonstances spéciales. ***Usages compatibles :*** Il permet en outre la vérification et la conciliation des comptes relatifs à la paye (par exemple, la rémunération et l'admissibilité des employés) et étayer le recouvrement des trop-payés et des dettes envers la Couronne et, le cas échéant, permettre, conformément à la Loi sur la saisie-arrêt et la distraction de pensions, de procéder à la saisie-arrêt et à la distraction des fonds. ***Normes de conservation et de destruction :*** Les dossiers peuvent être détruits deux ans après la fin de l'exercice financier lorsqu'il s'agit de documents généraux relatifs à la paye et aux déductions et pour la correspondance connexe; toutefois, cette règle ne s'applique plus dans les cas de règlement des questions de paiement excédentaire, de perception des dettes dues à la Couronne, de mise en vigueur des mesures relatives à la saisie-arrêt et à la distraction de fonds. Dans ces cas les dossiers sont conservés jusqu'à ce que les questions de paiement excédentaire soient réglées, que la dette soit recouvrée ou que les mesures concernant la saisie-arrêt et la distraction ne soient plus en vigueur. Les listes de paie sont conservées pendant six (6) ans et ensuite elles sont détruites. ***No. APC :*** 86-001 ***Renvoi au dossier # :*** CFP DRH 155 ***Enregistrement (SCT) :*** 002916 ***Numéro de fichier :*** CFP PPE 809

Rétroaction sur le rendement
Description : Ce fichier contient des évaluations, des rapports et de la correspondance concernant le rendement de l'employé au travail (habiletés, aptitudes, réalisations et intérêts). ***Catégorie de personnes :*** Les employés de l'institution. ***But :*** Ce fichier contient des renseignements concernant la communication et rétroaction constante entre le surveillant ou la surveillante et son personnel en ce qui a trait aux attentes et au rendement au travail. ***Usages compatibles :*** Il sert également à étayer les décisions ayant trait aux promotions, aux mutations, aux rétrogradations, à l'aide aux employés, aux mesures disciplinaires, à la fin de l'emploi et aux approbations de la rémunération au rendement. ***Normes de conservation et de destruction :*** Les dossiers doivent être conservés pendant une période de cinq (5) ans pour tous les employés. Après cette période, les dossiers sont détruits. ***No. APC :*** 86-001 ***Renvoi au dossier # :*** CFP DRH 160 ***Enregistrement (SCT) :*** 002919 ***Numéro de fichier :*** CFP PPE 812

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Langues officielles
Description : Ce fichier peut contenir les inscriptions aux cours et des renseignements relatifs aux présences; des demandes de formation linguistique comprenant des données personnelles de base utilisées à des fins d'identification, comme la première langue officielle de l'employé, sa date de naissance, le code d'identification des données personnelles et son numéro d'assurance sociale; les résultats des examens de connaissance linguistique; les certificats de formation et la correspondance concernant les qualifications de l'employé en matière de langues officielles. Le fichier peut également comprendre un double de la formule destinée au Système d'information sur les langues officielles (SILO) et au Module d'information sur la formation linguistique (MIFL). On trouve également des données semblables dans les fichiers centraux de la Commission de la fonction publique et du Secrétariat du Conseil du Trésor. ***Catégorie de personnes :*** Ce fichier concerne les employés de l'institution. ***But :*** Ce fichier a pour but de fournir de la documentation nécessaire à l'administration des politiques en matière de langues officielles relatives aux employés de la Commission de la fonction publique. Il vise à justifier et à étayer les décisions touchant les qualifications en matière de langues officielles et les épreuves linguistiques, ainsi qu'à justifier le besoin en formation linguistique et à confirmer les réalisations des employés. Il sert également à étayer et justifier les décisions concernant chaque employé, en matière de questions de dotation, d'admissibilité à la prime au bilinguisme et à la formation linguistique, de mutations et de promotions. ***Usages compatibles :*** Il permet également de déterminer le statut linguistique de l'employé et de vérifier l'administration des programmes relatifs aux langues officielles. ***Normes de conservation et de destruction :*** Les dossiers sont détruits deux (2) ans après la date de la dernière justification. ***No. APC :*** 86-001 ***Renvoi au dossier # :*** CFP DRH 150 ***Enregistrement (SCT) :*** 002918 ***Numéro de fichier :*** CFP PPE 811

Postes de flexibilité EX et Plan de rémunération d'affectation spéciale
Description : Ce fichier peut contenir l'entente entre l'employé et ou les organisations en cause, la correspondance administrative, un rapport d'opération de dotation, un formulaire d'approbation et un curriculum vitae sur demande. ***Catégorie de personnes :*** Fonctionnaires embauchés par la Commission de la fonction publique dans des postes surclassifiés au niveau EX et les employés des autres groupes embauchés sous le Plan de rémunération d'affectation spéciale (PRAS). ***But :*** Ce fichier existe pour consigner et pour contrôler les situations de surclassification du poste EX et du Plan de rémunération d'affectation spéciale à la Commission de la fonction publique. ***Usages compatibles :*** Le fichier sert à administrer et à maintenir des données sur les cas de surclassification du poste EX et du Plan de rémunération d'affectation spéciale. Il sert également à fournir des renseignements d'ordre général aux gestionnaires de la Commission et au Conseil du Trésor sur demande. ***Normes de conservation et de destruction :*** Les dossiers sont normalement conservés pendant deux (2) ans, puis sont ensuite détruits. ***No. APC :*** 85-016 ***Renvoi au dossier # :*** CFP DRH 165 ***Enregistrement (SCT) :*** 001486 ***Numéro de fichier :*** CFP PPE 801

Présences et congés
Description : Ce fichier peut contenir des rapports sur les absences et les demandes de congé, ainsi que les certificats médicaux connexes à un congé de maladie. Sur tous ces documents, on doit inscrire le numéro d'assurance sociale (ou code d'identification de dossier personnel (CIDP) débutant le 1er mars 1994), afin de vérifier l'identité de l'individu; on doit également joindre la correspondance connexe aux présences et congés. Toutefois, il n'est pas nécessaire d'inscrire le numéro d'assurance sociale pour chaque type de données. Le dossier annuel portant sur les congés et les présences est joint au dossier personnel d'un employé. Certains renseignements relatifs aux congés et aux présences sont présentés sous forme de modules automatisés dans le SEPC (Système d'enregistrement des présences et des congés). ***Catégorie de personnes :*** Ce fichier concerne les employés de l'institution. ***But :*** Ce fichier a pour but d'étayer l'administration des congés et des présences des employés au sein des ministères et organismes fédéraux. ***Usages compatibles :*** Il sert également à consigner les congés autorisés et les jours de présence; étayer les décisions relatives à la rémunération et aux avantages, notamment en ce qui a trait aux congés et à la fin de l'emploi; et déterminer quelle est l'utilisation des congés et le taux d'absentéisme. Liens avec d'autres systèmes : des renseignements de ce système sont partagés une fois par année avec le Système de rapports sur les congés et le Système de rapports sur les services supplémentaires du C.T. ***Normes de conservation et de destruction :*** Les dossiers sont détruits deux (2) ans après la fin de l'exercice financier. Les données informatisées sont conservées pendant cinq (5) ans. ***No. APC :*** 86-001 ***Renvoi au dossier # :*** CFP DRH 155 ***Enregistrement (SCT) :*** 002903 ***Numéro de fichier :*** CFP PPE 808

Programme d'équité en matière d'emploi
Description : Ce fichier peut contenir des renseignements personnels sur les employés, notamment sur leurs études; leurs antécédents professionnels et leurs projets de carrière; leur formation et leur perfectionnement; tous ces renseignements ont été recueillis en fonction des questionnaires ou des entrevues, ou compilés à partir de leurs dossiers ou des systèmes de données automatisés. Les répondants doivent indiquer s'ils sont autochtones, s'ils souffrent d'une invalidité permanente ou continue ou s'ils font partie d'un groupe des minorités visibles. Le numéro d'assurance sociale peut servir à identifier les employés lorsque les ministères et organismes fédéraux ne peuvent pas utiliser un questionnaire anonyme ou lorsqu'il est nécessaire d'avoir ces indicatifs afin de pouvoir trouver le dossier de l'employé. ***Catégorie de personnes :*** Les renseignements dans ce fichier se

plus un an. Après cette période, les renseignements sont transférés aux Archives nationales du Canada et sont gardés jusqu'à ce que l'employé ait atteint l'âge de quatre-vingt (80) ans ou jusqu'à deux (2) ans après le décès de l'employé; après quoi, le dossier est détruit, pourvu que deux (2) ans se soient écoulés depuis la dernière utilisation à des fins administratives des renseignements en question. Quant aux dossiers relatifs à des mesures disciplinaires, la durée de conservation est mentionnée dans les conventions collectives pertinentes, ou elle est de deux (2) ans suivant la date à laquelle les mesures disciplinaires ont été prises, autant qu'aucune autre mesure disciplinaire n'ait été prise depuis. Lorsque les mesures disciplinaires ont été annulées, c'est l'organisme ou le ministère qui voit à ce que le document touchant cette mesure soit immédiatement détruit. Pour tous les renseignements jugés de nature historique ou qui ont une valeur sur le plan des archives, c'est l'archiviste national qui décide quels dossiers seront conservés en permanence par les Archives nationales du Canada. ***No. APC :*** 86-001 ***Renvoi au dossier # :*** CFP DRH 155 ***Enregistrement (SCT) :*** 002902 ***Numéro de fichier :*** CFP PPE 807

Dotation
Description : Ce fichier contient les demandes de dotation; les descriptions de poste; les échelles de salaire; les profils de sélection; les affiches de concours; les demandes de mutation; les protocoles d'entente; les formulaires de nomination; la correspondance générale; les listes de bénéficiaires de priorités; les imprimés d'ordinateur relatifs au répertoire des ressources humaines; les demandes d'emploi des candidats; les listes de candidats; les évaluations des jurys de sélection, y compris les notes d'évaluation provenant du comité de dotation en personnel; les documents relatifs aux examens et à leurs résultats; les listes d'admissibilité; les offres d'emploi; les avis destinés aux candidats; les avis relatifs au droit d'appel et les documents à cet égard; la correspondance relative à la dotation faite par divers moyens, notamment par voie de concours et à l'aide du répertoire des ressources humaines. On trouve dans les dossiers du fichier une grande variété de renseignements personnels qui peuvent comprendre l'âge, le sexe, le niveau de scolarité, le numéro d'assurance sociale et les données d'auto-identification volontaire liées à l'équité en matière d'emploi. On peut également trouver des avis relatifs à des décisions de dotation dans le dossier personnel d'un employé. ***Catégorie de personnes :*** Employés de l'institution incluant les personnes qui bénéficient d'un statut prioritaire ou qui sont en affectation/détachement. ***But :*** Ce fichier contient des renseignements qui peuvent être utilisés pour la dotation de poste au sein des ministères et organismes fédéraux. Il est également une source de renseignements pour les programmes et les services d'équité en matière d'emploi. ***Usages compatibles :*** Sélectionner des candidats, doter des postes et traiter les appels relatifs aux nominations et aux promotions. Il est possible de rattacher les données d'auto-identification volontaire liées aux programmes et aux services d'équité en matière d'emploi aux données consignées dans d'autres fichiers, à condition que l'on utilise ces renseignements personnels aux fins auxquelles ils ont été recueillis. Sur demande, des renseignements peuvent être fournis à un participant à un processus de sélection conformément à la politique de la Commission de la fonction publique (CFP) sur la "Communication de renseignements à la suite d'une sélection" en vue d'expliquer les raisons de la décision. Il faut, le cas échéant, inscrire le numéro du concours. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant une période de deux (2) ans suivant l'expiration de la liste d'admissibilité utilisée pour combler un poste et, ensuite, les dossiers sont détruits, pourvu que deux (2) ans se soient écoulés depuis la dernière utilisation à des fins administratives des renseignements en question. Les dossiers d'affectation sont conservés pendant deux ans après la fin de l'affectation. Les dossiers d'employés qui ont une priorité de nomination sont conservés pendant cinq (5) ans à compter de la date de la fin du statut de priorité. Les documents concernant la paie et les protocoles d'entente sont déposés au dossier personnel de l'employé. ***No. APC :*** 86-001 ***Renvoi au dossier # :*** CFP DGM 920 ***Enregistrement (SCT) :*** 003313 ***Numéro de fichier :*** CFP PPE 816

Formation et perfectionnement
Description : Ce fichier peut contenir les demandes pour suivre les cours et les évaluations de cours; le numéro d'assurance sociale; les résultats des examens et certificats; les dossiers concernant le paiement des frais; la correspondance connexe à la participation des membres du personnel à des cours de formation et de perfectionnement parrainés par le gouvernement ou par des organismes privés. Il convient de signaler que les dossiers relatifs à la participation et aux résultats obtenus peuvent être joints aux dossiers personnels des membres du personnel et que l'on trouve dans le fichier concernant les évaluations de rendement les renseignements touchant les besoins de formation et de perfectionnement pour chaque membre du personnel. Le Système d'information sur les ressources humaines (SIRH) peut fournir certains renseignements sur la formation et le perfectionnement des membres du personnel. ***Catégorie de personnes :*** Ce fichier concerne les membres du personnel de l'institution. ***But :*** Ce fichier a pour but de fournir de la documentation pour l'administration des Programmes de formation et de perfectionnement au sein des ministères et organismes fédéraux. ***Usages compatibles :*** Il sert également à approuver et inscrire la participation des memebres du personnel à des cours de formation et de perfectionnement. ***Normes de conservation et de destruction :*** Les dossiers sont détruits deux (2) ans après la fin des cours de formation et de perfectionnement suivis par un membre du personnel. Cependant les données sont préservées sur ruban magnétique pour une période de cinq (5) ans. ***No. APC :*** 86-001 ***Renvoi au dossier # :*** CFP DRH 160 ***Enregistrement (SCT) :*** 002917 ***Numéro de fichier :*** CFP PPE 810

Renvoi au dossier # : CFP DGM 914 ***Enregistrement (SCT) :*** 002413 ***Numéro de fichier :*** CFP PPE 815

Demandes de déploiement, mutation et affectation et dossiers de perfectionnement professionnel des employés

Description : Ce fichier peut contenir des demandes de déploiement, affectation ou mutation, des curriculum vitae, des évaluations de rendement, des références, des renseignements concernant les entrevues et le counselling, des tests ainsi que des résultats et évaluations de tests, et de la correspondance générale. Les employés qui demandent accès à leur dossier doivent indiquer leur statut et la direction générale concernée. ***Catégorie de personnes :*** Les employés de la Commission de la fonction publique qui ont demandé une affectation et/ou ont été nommés par la direction à des fins de perfectionnement professionnel, ou qui désirent planifier leur carrière. ***But :*** Ce fichier a été créé pour promouvoir le redéploiement des employés de la Commission de la fonction publique ainsi que pour répondre aux besoins signalés en matière de perfectionnement professionnel. ***Usages compatibles :*** Ce fichier sert à aider les employés dans leur planification de carrière et dans leur recherche d'emplois permanents ou d'affectations temporaires en leur fournissant de la formation, des conseils et un service d'orientation. Il sert aussi à identifier des employés potentiels aux fins d'affectation et à les référer pour des postes au sein de la fonction publique. ***Normes de conservation et de destruction :*** Les dossiers de candidats sont conservés pendant deux (2) ans après qu'ils cessent d'être candidats. ***No. APC :*** 85-016 ***Renvoi au dossier # :*** CFP DRH 160 ***Enregistrement (SCT) :*** 001910 ***Numéro de fichier :*** CFP PPE 806

Dossier personnel d'un employé

Description : Ce fichier peut contenir le dossier sommaire de toutes les périodes d'emploi d'une personne au sein des ministères et organismes fédéraux. Ce dossier est conservé afin de faciliter l'administration du personnel. Les renseignements contenus dans les dossiers d'un employé peuvent être utilisés aux fins suivantes : prendre des décisions ayant trait à la dotation; aux présences et aux congés; à la rémunération et aux avantages; à la formation et au perfectionnement; à l'hygiène et à la sécurité professionnelles; aux langues officielles; à la discipline; au niveau de sécurité; et lorsque les renseignements touchant un domaine peuvent influer sur une décision prise dans un autre domaine. Dans les cas susmentionnés, le fichier contient des renseignements succincts et connexes à des renseignements plus détaillés trouvés dans d'autres fichiers. Ces renseignements peuvent être utilisés, autant que ce soit d'une manière conforme aux usages prévus, afin d'assurer que les mesures prises en matière de personnel au sein des ministères et organismes fédéraux soient coordonnées dans le meilleur intérêt de l'employé et de l'employeur. C'est l'organisme ou le ministère pour lequel l'employé travaille présentement qui exerce le contrôle sur le dossier personnel de ce dernier. Ce fichier renferme des renseignements concernant les caractéristiques personnelles, notamment l'âge et le sexe; le numéro d'assurance sociale; le code d'identification de dossier personnel (CIDP) débutant le 1er mars 1994; l'adresse domiciliaire; la citoyenneté; les études (diplômes, certificats et bulletins); les emplois antérieurs non gouvernementaux, le curriculum vitae et les références; l'emplacement de l'organisme ou du ministère; les nominations, les mutations, les promotions et les rétrogradations; les périodes d'emploi, notamment les stages, les mises à pied et la durée de l'emploi; la classification, notamment les numéros de poste, les groupes, les niveaux, les titres et les traitements; les pensions et les assurances, notamment les noms des bénéficiaires. On peut également y trouver, le cas échéant, des renseignements concernant le service militaire, y compris les périodes et les domaines de service; les exclusions des négociations collectives, notamment le statut d'un employé désigné et l'identification d'un agent de négociation; les réalisations professionnelles, y compris les publications, les brevets et les primes; les passeports et les permis d'armes à feu nécessaires pour occuper le poste; la fin de l'emploi, notamment les certificats et les raisons du départ de l'employé. Le dossier individuel d'un employé comprend des résumés de décisions concernant la dotation; les présences et les congés; le surtemps, la rémunération et les avantages; la formation et le perfectionnement; les décisions concernant les indemnités et l'aptitude au travail; les langues officielles; la discipline; et les autorisations sécuritaires. On trouve toutefois les renseignements principaux concernant ces sujets dans les autres fichiers ordinaires décrits ci-après. Il se peut que le dossier individuel de l'employé ne comprenne pas les renseignements personnels utilisés pour prendre des décisions dans les domaines susmentionnés. Le Système d'information sur les ressources humaines (SIRH) peut fournir certains renseignements sur la formation et le perfectionnement des employés. ***Catégorie de personnes :*** Ce fichier concerne les employés de l'institution. ***But :*** Ce fichier a pour but de fournir de la documentation et de donner des autorisations pour les nominations, les mutations, les promotions, les rétrogradations, la fin de l'emploi et les pensions de retraite. ***Usages compatibles :*** Il sert également à identifier les décisions relatives à la dotation, aux présences et aux congés; à la rémunération et aux avantages; à la formation et au perfectionnement; à l'hygiène et à la sécurité professionnelles; aux langues officielles; à la discipline; aux autorisations sécuritaires ainsi qu'à la vérification des références professionnelles. Ces renseignements servent également à Approvisionnements et Services Canada, car ils facilitent le paiement des traitements; aux divers régimes d'assurance-maladie provinciaux; aux assureurs de groupe; aux syndicats (retenue des cotisations); et à Santé nationale et Bien-être social (aux fins des pensions) primes pour longs états de service et administration du personnel. ***Normes de conservation et de destruction :*** Les dossiers sont gardés par l'organisme ou le ministère pour lequel travaille actuellement l'employé pour toute la durée d'emploi,

d'une nomination et à entreprendre des recherches afin de leur trouver un poste. Des rapports ad hoc sont régulièrement remis au Conseil du Trésor, aux ministères, aux unions et à la gestion de la CFP pour fins de contrôle et de statistiques. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant cinq (5) ans à compter de la date de la fin du statut de priorité, puis sont ensuite détruits. Certains renseignements informatisés sont conservés indéfiniment. ***No. APC :*** 85-016 ***Renvoi au dossier # :*** CFP DGD 030 ***Enregistrement (SCT) :*** 001452 ***Numéro de fichier :*** CFP PCE 709

Systèmes informatisés de relevés statistiques
Description : Ce fichier regroupe des systèmes informatiques que tient à jour la Commission de la fonction publique et qui renferment des renseignements personnels de base tels que : numéros d'assurance sociale, antécédents professionnels, situation d'emploi, compétence linguistique ou motifs de cessation d'emploi. Bien qu'il n'existe aucun document pour ces systèmes, il peut y avoir un document d'entrée dans certains cas. Le fichier regroupe les systèmes informatiques suivants : le Système de gestion de l'information sur les nominations (SGIN), le Système des séparations, le Système de rapports concernant le réaménagement de l'effectif (SRRE), le Fichier statistique trimestriel (FST) et le Programme d'emplois d'été axés sur la carrière (PEÉAC). Les données de ces systèmes proviennent du Système titulaire-mobilité du CT, du Système d'information sur les langues officielles du CT ou encore des actes de nomination ou des relevés statistiques reçus de d'autres ministères. ***Catégorie de personnes :*** Toutes les personnes qui ont été nommées à des postes dans la fonction publique ou qui ont quitté la fonction publique. ***But :*** On a instauré ces systèmes afin de consigner des renseignements sur les nominations à la fonction publique, les départs, la répartition des fonctionnaires selon les ministères et les emplacements, le programme quinquennal de réduction de l'effectif et le programme d'emplois d'été. ***Usages compatibles :*** Les renseignements servent à l'établissement de rapports statistiques, à la planification et à l'analyse des ressources humaines, à la surveillance des activités de dotation, à la production du rapport annuel de la Commission de la fonction publique, ainsi qu'aux fins de d'autres rapports au Conseil du Trésor sur l'utilisation des ressources humaines et l'état des programmes. Liens avec d'autres systèmes : le SIGN fournit au Système d'information des ressources de gestion (SIRG) des données de base et les changements résultant de nominations. Il est aussi couplé avec le SIRG, le Fichier des statistiques annuel sur les effectifs, le Système des séparations et le Système d'information sur les langues officielles (SILO) du Conseil du Trésor pour produire le Fichier statistique trimestriel. Il est aussi couplé avec le Système sur la formation, le perfectionnement et les capacités des agents de dotation pour vérifier l'accréditation des agents lors de nominations et avec le Système national du répertoire automatisé des candidats (SNRAC) et le PEEAC pour fournir des renseignements sur les nominations. Il est jumelé avec le SILO pour vérifier les exigences linguistiques des postes avec les compétences des titulaires. Des données de base du Système des séparations sont utilisées pour mettre à jour le SIRG et pour créer le FST. Des renseignements sont retirés des Systèmes titulaires/mobilité du CT et du Système d'administration des priorités et versés dans le SRRE pour tracer le progrès des personnes affectées par le processus de réduction des effectifs. Le FST est couplé avec le SGIN, le SILO, le SIRG, le Système des séparations et les Systèmes titulaires/mobilité du Conseil du Trésor à des fins de statistiques. Le PEEAC est jumelé avec le SGIN pour déterminer le nombre d'étudiants qui deviennent des employés réguliers de la fonction publique. Des renseignements contenus dans le FST et le SGIN sont aussi couplés avec le Fichier de données sur les groupes visés par l'équité en matière d'emploi du C.T. (SCT PCE 706) à des fins statistiques. Aucun renseignement personnel est divulgué qui permettrait, selon une estimation raisonnable, d'identifier la personne à laquelle il se rapporte. ***Normes de conservation et de destruction :*** SGIN : le rapport sur les opérations de dotation est conservé pendant trois (3) ans à compter de la date où la CFP le reçoit. Les données informatisées sont conservées en direct pendant deux ans, puis sont transférées sur ruban, lequel est détruit après vingt cinq (25) ans. Séparations : les renseignements informatisés sont conservés jusqu'à ce qu'ils soient périmés, puis ils sont supprimés. SRRE : les dossiers sont conservés pendant dix (10) ans ou jusqu'à ce qu'ils soient remplacés ou périmés. FST : les renseignements personnels sont conservés pendant cinq (5) ans à partir du moment ou ils ont été recueillis, puis sont transférés sur ruban. PEÉAC : les renseignements sur les dossiers du PEÉAC sont conservés pendant cinq (5) ans, puis sont transférés sur ruban. ***No. APC :*** 85-016/94-001 ***Renvoi au dossier # :*** CFP DGD 030 ***Enregistrement (SCT) :*** 002299 ***Numéro de fichier :*** CFP PCE 761

Fichiers particuliers

Comptes créditeurs et comptes débiteurs
Description : Ce fichier peut renfermer des renseignements sur les dépenses engagées par des témoins, les primes au mérite, le paiement des frais d'appel interurbain, les primes à l'initiative, les remboursements, les rajustements salariaux et le dépôt des chèques de paie. ***Catégorie de personnes :*** Les employés du ministère qui ont effectué une opération financière au sein de la Commission de la fonction publique. ***But :*** Le fichier sert à payer les employés, recouvrer des créances, déposer des chèques de paie et consigner les opérations financières liées aux comptes créditeurs et aux comptes débiteurs. ***Usages compatibles :*** Les renseignements sont également utilisés pour produire des rapports statistiques et effectuer des analyses. ***Normes de conservation et de destruction :*** Les documents sont conservés pendant six (6) ans et sont ensuite détruits. ***No. APC :*** 85-016

situation d'employé excédentaire ou bénéficiaire de priorité administrative; les notes concernant les demandes de mutation et l'identification de la nécessité de déploiement; les notes concernant les cas où la candidature de l'employé a été étudiée en vue de doter un poste; la note de service la plus récente (rapport du jury) à la Commission; la lettre d'offre et d'acceptation; les notes au dossier, les lettres de recommandation, les formulaires d'inclusion à la liste d'intervention, l'autorisation du sous-chef d'inclure un nom sur la liste d'intervention, et les notes/rapports de considération et d'orientation. ***Catégorie de personnes :*** Fonctionnaires des groupes et des niveaux déclarés admissibles par la Commission de la fonction publique, les fonctionnaires qui participent ou qui recherchent une affectation dans le cadre du Programme Échanges Canada ou du Programme des affectations internationales, ou qui figurent sur la liste d'intervention. ***But :*** Ce fichier existe afin de permettre à la Commission de la fonction publique d'exercer ses pouvoirs et de s'acquitter de ses fonctions aux termes de l'article 5 de la Loi sur l'emploi dans la fonction publique et des règlements, c'est-à-dire de maintenir un répertoire des candidats pour des postes à des groupes et niveaux éligibles déterminés par la Commission. ***Usages compatibles :*** Ce fichier sert à fournir des renseignements au Conseil du Trésor et aux ministères aux fins de la dotation en personnel, de la gestion des ressources humaines, de la statistique, de l'analyse, de l'évaluation et de la planification de la gestion de carrière. Liens avec d'autres systèmes : le SIRG est régulièrement couplé avec le Système d'information des titulaires du Conseil du Trésor (SCT PCE 723) pour obtenir des renseignements sur les employés, avec le Système d'information sur le personnel supérieur du Conseil du Trésor (SCT PCE 715) pour obtenir des renseignements sur les postes, avec le Système de gestion de l'information sur les nominations de la CFP pour mettre à jour les changements provenant de nominations et avec le Système des séparations pour identifier les personnes qui ont quitté la Fonction publique. Il est aussi couplé avec le Fichier de données sur les groupes visés par l'équité en matière d'emploi (SCT PCE 706) pour fournir des renseignements au Conseil du Trésor en ce qui a trait à l'équité en matière d'emploi. Des données de base sont aussi partagées avec les Système CAP, le Système Échanges Canada/Programmes internationaux, les Répertoire des postulants au groupe de la direction et le Fichier statistique trimestriel. ***Normes de conservation et de destruction :*** Les dossiers des nominations à des postes du groupe de la direction sont conservés pour la durée de l'emploi, plus un an, et sont ensuite transférés aux Archives nationales du Canada où ils sont conservés pour un an après que l'employé a atteint l'âge de 70 ans ou pendant une période de deux (2) ans à compter de la date de décès, ou encore en permanence s'ils sont jugés documents historiques. Les dossiers pour les nominations à des postes non inclus dans le groupe de la direction sont conservés pendant cinq (5) ans après avoir été retirés du répertoire et sont ensuite détruits. Les données informatisées sont conservées pendant dix (10) ans après avoir été retirées du système ou après que l'employé a quitté la fonction publique. Elles sont ensuite supprimées. Les évaluations de rendement sont conservées pendant cinq (5) ans et sont ensuite détruites. ***No. APC :*** 85-016 ***Renvoi au dossier # :*** CFP DGD 065 ***Enregistrement (SCT) :*** 001477 ***Numéro de fichier :*** CFP PCE 734

Système d'information et d'inscription aux cours
Description : Ce fichier peut contenir des renseignements de base sur le personnel et des données administratives sur les cours suivis. Toutes les personnes qui remplissent un formulaire de demande d'accès à des renseignements personnels sont priées d'indiquer le numéro de cours pertinent à la Direction générale des programmes de formation de la Commission. ***Catégorie de personnes :*** Fonctionnaires qui ont suivi ou qui suivent un cours professionnel ou un cours de gestion offert par la Direction générale des programmes de formation de la Commission. ***But :*** Ce fichier existe conformément aux dispositions de l'alinéa 5(b) de la Loi sur l'emploi dans la fonction publique en vue d'établir et de tenir des dossiers sur les employés et les personnes qui ont suivi ou qui suivent un cours professionnel ou un cours de gestion offert par la Direction générale des programmes de formation de la Commission. ***Usages compatibles :*** Le fichier sert à fournir les renseignements nécessaires pour donner les cours de formation professionnelle et de gestion offerts par la Commission. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant cinq (5) ans après la fin de l'activité de formation, puis sont ensuite détruits. Les données informatisées sont conservées pendant dix (10 ans) après la période de formation. ***No. APC :*** 85-016 ***Renvoi au dossier # :*** CFP DGF 120 ***Enregistrement (SCT) :*** 001478 ***Numéro de fichier :*** CFP PCE 735

Système des priorités statutaires et administratives
Description : Ce fichier peut contenir des renseignements personnels de base; des renseignements sur les priorités administratives ou statutaires et les résultats des présentations faites aux ministères. Les genres de priorité sont : congé, personnel des ministres, mise en disponibilité, excédentaire, échec à la formation linguistique, renvoi en cours de stage, réinstallation du conjoint et poste déclaré surévalué. Certains renseignements sont informatisés. ***Catégorie de personnes :*** Fonctionnaires et autres qui ont une priorité de nomination statutaire ou administrative. ***But :*** Ce fichier existe conformément aux articles 29, 30 et 39 de la Loi sur l'emploi dans la fonction publique et aux articles 33 à 38 du Règlement sur l'emploi dans la fonction publique en vue de fournir des renseignements sur les personnes ayant une priorité statutaire. Il sert aussi à identifier les listes d'admissibilité appropriées aux fins de la section 28 (renvoi en période de stage). Il existe aussi conformément à diverses politiques de la Commission de la fonction publique en vue de fournir des renseignements sur les personnes ayant une priorité administrative de nomination. ***Usages compatibles :*** Ce fichier sert à identifier les personnes ayant une priorité statutaire ou administrative en vue

administrés par la CFP et/ou par tout autre ministère dans le cadre d'un processus de sélection en vue de déterminer les qualités des participants. Les renseignements servent également à la planification et à l'analyse des ressources humaines. Liens avec d'autres systèmes : aux fins de recherche, on peut faire des rapprochements entre les renseignements contenus dans ce fichier et ceux qui figurent dans d'autres fichiers de la Commission. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant cinq (5) ans, puis sont ensuite détruits. Les résultats des examens des candidats sont également conservés dans des dossiers informatisés pendant deux (2) ans après qu'ils sont remplacés ou périmés. Pour chaque candidat, le résultat le plus récent d'un examen est conservé pour une période indéfinie dans des dossiers informatisés. ***No. APC :*** 85-016 ***Renvoi au dossier # :*** CFP DGD 030 ***Enregistrement (SCT) :*** 001454 ***Numéro de fichier :*** CFP PCE 711

Résultats aux tests d'Évaluation de langue seconde (ELS)
Description : Ce fichier peut contenir les livrets de réponses et les résultats aux tests des personnes ayant subi les tests ELS d orale, de compréhension de l'écrit, d'expression écrite, et d'expression écrite pour l'exemption. Les enregistrements des tests d orale, pour leur part, sont conservés par le centre d'examen de la CFP ou du ministère où le test a été administré. Les personnes qui remplissent un formulaire de demande d'accès à des renseignements personnels sont priées d'indiquer leur numéro d'assurance sociale. Le numéro d'assurance sociale sera utilisé jusqu'à ce qu'il soit remplacé par un système d'identification reposant sur l'attribution d'un code unique à chaque fonctionnaire. ***Catégorie de personnes :*** Fonctionnaires ayant subi l'Évaluation de langue seconde (ELS) : tests d orale, de compréhension de l'écrit, d'expression écrite, ou d'expression écrite pour l'exemption. ***But :*** Ce fichier existe conformément aux articles 16 et 20 de la Loi sur l'emploi dans la fonction publique en vue de consigner les résultats des examens aux fins de nominations. ***Usages compatibles :*** Le fichier sert à conserver et à fournir les résultats aux tests de langue seconde aux fins de la dotation des postes bilingues ainsi qu'à fournir des renseignements aux fins de la gestion générale du personnel, de la recherche et de la statistique. Liens avec d'autres systèmes : le système ELS alimente le Système informatisé de données ELS au Service d'information sur le personnel (SIP) à Approvisionnements et Services Canada (ASC). Les résultats d'examen sont accessibles aux employés autorisés des ministères fédéraux par terminal en direct ou par téléphone. Le système d'information sur les langues officielles (SILO) du Conseil du Trésor est relié à celui de SIP afin de recevoir directement de ce système les résultats de tests d'ELS et faire le lien avec les exigences linguistiques des postes. Aux fins de recherche, on peut faire des rapprochements entre les renseignements contenus dans ce fichier et ceux qui figurent dans d'autres fichiers de la CFP. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant cinq (5) ans. Les dossiers informatisés sont conservés pendant deux (2) ans après qu'ils sont remplacés ou périmés. Les enregistrements des tests d orale administrés par un évaluateur/moniteur du CPP sont conservés pendant deux (2) ans à moins que l'employé consente à l'effacement avant cette date. Les dossiers sont ensuite détruits. Le Système informatisé de données d'Évaluations de langue seconde a remplacé le Système informatisé de données d'examens de connaissances de la langue le 21 janvier 1985; les plus récents résultats de ces derniers y ont été transférés. Le système informatisé de données d'examens de connaissances de la langue sera conservé en archives jusqu'au 21 janvier 1995 et sera ensuite détruit. ***No. APC :*** 85-016 ***Renvoi au dossier # :*** CFP DGD 030 ***Enregistrement (SCT) :*** 001461 ***Numéro de fichier :*** CFP PCE 718

Résultats de l'évaluation menée par le Service d'évaluation et d'orientation professionnelle
Description : Ce fichier peut contenir les renseignements biographiques, le matériel d'évaluation et les résultats des clients du Service d'évaluation et d'orientation professionnelle. ***Catégorie de personnes :*** Les fonctionnaires fédéraux qui appartiennent à la catégorie des cadres de direction ou sont à un niveau équivalent, ou sont aux niveaux EX moins 1 et qui font appel au Service d'évaluation et d'orientation professionnelle. ***But :*** Conformément aux articles 10 et 16(1) de la Loi sur l'emploi dans la fonction publique, ce fichier a pour but de consigner les renseignements biographiques et les résultats de l'évaluation des clients du Service d'évaluation et d'orientation professionnelle. Ce fichier a également pour but de donner de l'information de "diagnostic" aux membres de la catégorie des cadres de direction ou sont aux niveaux EX moins 1, afin que ces derniers puissent avoir une meilleure compréhension d'eux-même et de leur donner l'occasion de recevoir un service confidentiel d'orientation. ***Usages compatibles :*** On utilise l'information pour donner des conseils au client et, à la demande de celui-ci, on peut donner l'information tirée de son évaluation aux personnes à qui il veut la remettre. On peut également utiliser l'information aux fins de recherche, afin de maintenir la qualité du service. ***Normes de conservation et de destruction :*** Les documents mis sur papier et sur ordinateur sont conservés pendant trente (30) ans après avoir été déclarés inactifs, puis ils sont détruits. ***No. APC :*** à être approuvé. ***Renvoi au dossier # :*** CFP DGD 030 ***Enregistrement (SCT) :*** 002912 ***Numéro de fichier :*** CFP PCE 765

Système d'information des ressources de gestion
Description : Ce fichier peut contenir les certificats de nomination; les fiches d'employés; les données personnelles de base; les compétences; les antécédents professionnels; les aspirations de carrière, l'expérience en gestion et les cours de perfectionnement et de formation suivis. Dans le cas des fonctionnaires dans le groupe de la direction, le fichier peut contenir aussi les avis de mise en disponibilité, les avis concernant la

Fonctionnaires participant ou ayant participé au Programme de formation accélérée pour les économistes. ***But :*** Ce fichier a été créé aux termes des articles 10 et 16(1) de la Loi sur l'emploi dans la fonction publique, afin de tenir un dossier rétrospectif de toutes les personnes qui ont participé au Programme de formation accélérée pour les économistes. ***Usages compatibles :*** Les renseignements recueillis servent tant à la gestion générale des affectations qu'à des fins statistiques. Liens avec d'autres systèmes. La banque de données est reliée au Système de gestion de l'information sur les nominations afin de suivre les déroulements de carrière des candidats reçus, en prévision de la production de rapports statistiques. ***Normes de conservation et de destruction :*** Les dossiers de base (copie papier) sont conservés pendant cinq (5) ans, tandis que les fichiers enregistrés sur disque ou ruban magnétique sont gardés pour une période de vingt-cinq (25) ans à partir de la date où le participant termine son affectation au Programme. ***No. APC :*** 94-001 ***Renvoi au dossier # :*** CFP DGD 030 ***Enregistrement (SCT) :*** 003069 ***Numéro de fichier :*** CFP PCE 766

Répertoires des agents supérieurs de finance et vérification interne
Description : Ce fichier peut contenir des imprimés de planification des ressources humaines du Système d'information des ressources de gestion comprenant des coordonnées personnelles, les antécédents professionnels, l'expérience générale et l'expérience de gestion aussi bien que les aspirations professionnelles. Il peut contenir aussi un rapport narratif soumis aux membres du Comité consultatif supérieur sur le ressourcement en agents financiers reflétant une évaluation des individus, leurs besoins de carrière, leurs capacités linguistiques en plus des suites à donner ou des décisions retenues par le Comité. ***Catégorie de personnes :*** Fonctionnaires aux niveaux FI-04 et aux niveaux équivalents jusqu'à EX-03, identifiés comme possédant de vastes qualifications en finance et/ou en vérification interne et qui ont été revus par le Comité consultatif supérieur sur le ressourcement en agents financiers. ***But :*** Le fichier existe conformément à l'article 7 de la Loi sur l'administration financière en vue de tenir des répertoires de planification de ressources humaines des agents supérieurs en finance et/ou vérification interne qui sont prêts à recevoir une promotion, de ceux qui nécessitent plus de perfectionnement pour assumer de plus grandes responsabilités et de ceux qui tireraient profit d'une nouvelle affectation. ***Usages compatibles :*** Les répertoires sont utilisés par les agents de ressourcement de la Commission de la fonction publique pour conseiller et assister les sous-chefs et autres gestionnaires supérieurs lors du processus de dotation aux fins de nomination d'agents supérieurs en finance et vérification interne. ***Normes de conservation et de destruction :*** Les données concernant les agents supérieurs en finance et vérification interne sont conservées pendant deux (2) ans suivant la dernière révision concernant l'individu, par le Comité du statut de la planification de ressources humaines. ***No. APC :*** 94-001 ***Renvoi au dossier # :*** CFP PCD 065 ***Enregistrement (SCT) :*** 001905 ***Numéro de fichier :*** CFP PCE 753

Répertoires des agents supérieurs du personnel
Description : Ce fichier peut contenir des imprimés de planification des ressources humaines du Système d'information des ressources de gestion comprenant des coordonnées personnelles, les antécédents professionnels, l'expérience générale de la gestion, les aspirations professionnelles et une notice biographique. Il peut contenir aussi un rapport narratif soumis aux membres du Comité supérieur de planification et de perfectionnement (CSPP) reflétant une évaluation des personnes et les objectifs de carrière. ***Catégorie de personnes :*** Fonctionnaires aux niveaux PE-06 à EX-03, identifiés comme agents supérieurs du personnel qui seront évalués par le Comité supérieur de planification et de perfectionnement (CSPP). ***But :*** Le fichier existe conformément à l'article 7 de la Loi sur l'administration financière en vue de tenir des répertoires de planification de ressources humaines au sujet des agents supérieurs en personnel qui sont prêts à recevoir une promotion, de ceux qui nécessitent plus de perfectionnement pour assumer de plus grandes responsabilités et de ceux qui tireraient probablement profit d'une nouvelle affectation. ***Usages compatibles :*** Les répertoires sont utilisés par les agents de ressourcement principaux de la CFP pour conseiller et assister les sous-chefs et autres gestionnaires supérieurs lors du processus de dotation aux fins de nominations d'agents supérieurs en personnel. ***Normes de conservation et de destruction :*** Les données concernant les agents supérieurs en personnel sont conservées pendant deux (2) ans suivant la dernière révision par le comité du statut de la planification de ressources humaines de l'employé. ***No. APC :*** 94-001 ***Renvoi au dossier # :*** CFP PCD 065 ***Enregistrement (SCT) :*** 001758 ***Numéro de fichier :*** CFP PCE 750

Résultats aux examens de sélection de la CFP
Description : Ce fichier peut contenir les feuilles de réponses et les résultats d'examens des personnes évaluées à des fins de sélection ou tout autre fin au moyen d'examens de la Commission de la fonction publique (CFP). ***Catégorie de personnes :*** Fonctionnaires ayant subi les examens de sélection élaborés par la CFP. Les personnes qui remplissent un formulaire de demande d'accès à des renseignements personnels sont priées d'indiquer leur numéro d'assurance sociale. Le numéro d'assurance sociale sera utilisé jusqu'à ce qu'il soit remplacé par un système d'identification reposant sur l'attribution d'un code unique à chaque fonctionnaire. ***But :*** Ce fichier existe conformément aux dispositions de l'article 16(1) de la Loi sur l'emploi dans la fonction publique et de l'article 14(1) du Règlement sur l'emploi dans la fonction publique en vue de consigner les renseignements sur les examens soumis aux fins de la sélection (concours ou autres types de sélection). ***Usages compatibles :*** Le fichier sert à conserver et à fournir aux ministères des renseignements sur les résultats aux examens

au dossier # : CFP PCD 080 ***Enregistrement (SCT) :*** 001951 ***Numéro de fichier :*** CFP PCE 733

Répertoire des aspirants au Programme d'Échanges Canada
Description : Ce fichier peut contenir les curriculum vitae; les accusés de réception; les notes d'entrevue; les notes concernant les cas où la candidature de l'intéressé a été étudiée; les télex et les rapports d'évaluation du rendement et les rapports d'appréciation. Certains renseignements sont informatisés. ***Catégorie de personnes :*** Fonctionnaires ayant postulé un poste au Programme d'Échanges Canada. ***But :*** Ce fichier sert de répertoire de candidats qui désirent participer au Programme d'Échanges Canada. ***Usages compatibles :*** Ce fichier sert à identifier les candidats qui recherchent des affectations dans le cadre du Programme d'Échanges Canada. Liens avec d'autres systèmes : des données de base sont obtenues du Système d'information des ressources de gestion. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant deux (2) ans après être déclarés inactifs et sont ensuite détruits. Les dossiers des candidats qui deviennent participants sont transférés aux dossiers des participants au Programme d'Échanges Canada. ***No. APC :*** 85-016 ***Renvoi au dossier # :*** CFP PCD 075 ***Enregistrement (SCT) :*** 001906 ***Numéro de fichier :*** CFP PCE 754

Répertoire des candidats
Description : Ce fichier peut contenir la demande d'emploi; le curriculum vitae; des renseignements sur la présélection et les dossiers des candidats aux Programmes d'enseignement coopératif et d'Équité en matière d'emploi, (au Programme d'accès pour les personnes handicapées, au Programme d'emploi des groupes de minorités visibles, au Programme national de perfectionnement des autochtones, au Programme des carrières du Grand Nord et à Option – le Programme des emplois non traditionnels pour les femmes). Les personnes qui veulent avoir accès à ces renseignements sont priées d'indiquer la ville où leur demande d'emploi a été présentée. ***Catégorie de personnes :*** Fonctionnaires ayant présenté une demande d'emploi afin d'obtenir un poste au sein de la fonction publique. ***But :*** Ce fichier existe conformément aux dispositions du sous-alinéa 5(a)ii) du règlement sur l'emploi dans la fonction publique qui prévoit la tenue d'un répertoire des candidats ayant présenté une demande d'emploi à la fonction publique du Canada pour les catégories du soutien administratif, de l'administration et du service extérieur et des catégories professionnelle, scientifique, technique et opérationnelle à l'exception du groupe EX. ***Usages compatibles :*** Ce fichier sert en outre à identifier les candidats possédant les qualités requises pour une présentation et une nomination à un poste de la fonction publique. Les renseignements concernant les groupes sous-représentés sont utilisés pour fins statistiques par la Commission de la fonction publique, le Conseil du Trésor et le ministère employeur. Liens avec autres systèmes : des données du système CO-OP sont fréquemment couplées avec le Système de gestion de l'information sur les nominations (SGIN) à des fins statistiques et évaluation du programme et pour déterminer le nombre d'étudiants qui deviennent des employés réguliers à la fonction publique. Le Système national du répertoire automatisé des candidats (SNRAC) est aussi couplé avec le SGIN pour obtenir des statistiques sur les nominations au sein de la fonction publique. Les résultats de test sont extraits du Système de correction des tests et de l'analyse des résultats (SCTAR) et sont entrées dans le Système national du répertoire automatisé des candidats (SNRAC). D'autres données sont retirées pour obtenir des renseignements sur le recrutement et les présentations pour le Système des mesures de la performance des opérations (SMPO). ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant deux (2) ans après avoir été sortis du répertoire, puis sont ensuite détruits. Les données informatisées sont conservées pendant cinq ans. ***No. APC :*** 94-001 ***Renvoi au dossier # :*** CFP DGD 030 ***Enregistrement (SCT) :*** 001451 ***Numéro de fichier :*** CFP PCE 708

Répertoire des candidats au Programme de stagiaires en gestion
Description : Ce fichier peut contenir les données suivantes : curriculum vitae, demandes d'emploi, relevés de notes, documents de correspondance, notes d'entrevue, commentaires sur le profil des candidats, relevé des notations ou des présentations, télex. ***Catégorie de personnes :*** Fonctionnaires se portant candidats au Programme de stagiaires en gestion. ***But :*** Cette banque de données a été créée aux termes des articles 5, 10, 11 et 16 de la Loi sur l'emploi dans la fonction publique, afin de produire un répertoire des fonctionnaires qui souhaitent participer au Programme de stagiaires en gestion. ***Usages compatibles :*** Les renseignements recueillis servent à la sélection des candidats au Programme de stagiaires en gestion ainsi qu'à des fins statistiques. Liens avec d'autres systèmes : le fichier est relié au système de gestion de l'information sur les nominations afin de suivre les déroulements de carrière des candidats reçus en prévision de la production de rapports statistiques. ***Normes de conservation et de destruction :*** Les données sont conservées pendant trois (3) ans à partir de la date de candidature – puis détruites sauf dans le cas des candidats reçus; elles sont alors transférées au fichier des participants au Programme de stagiaires en gestion. ***No. APC :*** 94-001 ***Renvoi au dossier # :*** CFP DGD 030 ***Enregistrement (SCT) :*** 002910 ***Numéro de fichier :*** CFP PCE 763

Répertoire des participants au Programme de formation accélérée pour les économistes
Description : Ce fichier peut contenir les données suivantes : curriculum vitae, demandes d'emploi, relevés de notes, notes d'entrevue, documents administratifs liés aux mesures de sécurité, voyages de formation, documents de correspondance concernant les affectations, rapports d'appréciation de rendement, libellé des ententes, descriptions de poste, et autres documents pertinents. ***Catégorie de personnes :***

Personnes nommées en vertu d'un décret d'exemption
Description : Ce fichier peut contenir les recommandations de la Commission et du ministre du Cabinet au gouverneur en conseil, des renseignements personnels de base, le décret d'exemption et le règlement. ***Catégorie de personnes :*** Personnes nommées à la fonction publique exemptées de certaines dispositions de la Loi en vertu de l'article 41. ***But :*** Ce fichier existe conformément aux dispositions des articles 37, 41 et 47 de la Loi sur l'emploi dans la fonction publique en vue de consigner et de rendre compte au Parlement des noms des employés de certaines catégories ou des personnes nommées à la fonction publique exclus des dispositions de la Loi en vertu de l'article 41. ***Usages compatibles :*** Ce fichier sert à faire connaître à chaque année au Parlement les noms des employés de certaines catégories ou des personnes nommées en vertu d'un décret d'exemption. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant cinq (5) ans à compter de la date de terminaison de l'exemption, puis sont ensuite détruits. ***No. APC :*** 85-016 ***Renvoi au dossier # :*** CFP DGM 020 ***Enregistrement (SCT) :*** 001447 ***Numéro de fichier :*** CFP PCE 704

Programme d'équité en matière d'emploi
Description : Ce fichier peut contenir des renseignements concernant les affectations de formation en cours d'emploi des participants au Programme d'accès, des participants au Programme d'emploi pour les minorités visibles, des participants au Programme national de perfectionnement des autochtones, des participants au Programme des carrières du Grand Nord et des participantes au Programme des emplois non traditionnels pour les femmes, par exemple l'identification du stagiaire, la situation relative à la formation, la lettre d'entente, le plan de formation, le formulaire d'autorisation médicale et psychiatrique, la description du poste, l'évaluation de la formation, des lettres d'offre, des rapports sur les opérations de dotation, ainsi que des détails sur l'emploi à la suite de la formation, y compris les transactions et les dates de suivi. Les documents ou les dossiers officiels sont conservés par les bureaux régionaux de la CFP. Des copies des documents peuvent également être conservées dans les archives des ministères participants. ***Catégorie de personnes :*** Les participants au Programme d'accès pour les personnes handicapées, au Programme d'emploi pour les minorités visibles, au Programme national de perfectionnement des autochtones, au Programme des carrières du Grand Nord et au Programme des emplois non traditionnels pour les femmes. ***But :*** On a institué le fichier en vertu de l'autorisation n 789462 du Conseil du Trésor pour consigner des renseignements sur les participants au Programme de mesures spéciales. ***Usages compatibles :*** Le fichier sert à surveiller les progrès accomplis par les participants et à mesurer l'efficacité de chaque programme. Il sert également aux rapports statistiques et aux rapports d'information de gestion préparés pour la Commission de la fonction publique, le Secrétariat du Conseil du Trésor, les ministères fédéraux et les comités d'équité en matière d'emploi. Liens avec d'autres systèmes : les données sur les nominations sont vérifiées manuellement avec le Système de gestion de l'information sur les nominations (SGIN) pour assurer l'exactitude de l'information. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant cinq (5) ans après que le participant a terminé son affectation, et ils sont ensuite détruits. Les documents lisibles à la machine sont conservés pendant vingt cinq (25) ans, puis sont détruits. ***No. APC :*** 94-001 ***Renvoi au dossier # :*** CFP DGD 040 ***Enregistrement (SCT) :*** 002297 ***Numéro de fichier :*** CFP PCE 758

Programme interministériel de détachement
Description : Ce fichier peut contenir des curriculum vitae, des évaluations de rendement, des ententes de détachement, des références, des renseignements concernant les entrevues, des résultats de présentations, des demandes de détachement des employés, et de la correspondance générale. ***Catégorie de personnes :*** Les employés de la fonction publique fédérale qui ont présenté une demande de détachement interministériel. ***But :*** Ce fichier a été créé pour maintenir un répertoire des employés de la fonction publique fédérale qui s'intéressent à un détachement interministériel. ***Usages compatibles :*** Les renseignements sont utilisés pour identifier les employés intéressés et les référer à des ministères en vue d'un détachement. Ils servent aussi à des fins statistiques et à la planification des ressources humaines. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pour une période de deux (2) ans après la fin du statut de participant d'un employé et deux (2) ans après la fin d'un détachement. ***No. APC :*** 85-016 ***Renvoi au dossier # :*** CFP DGD 030 ***Enregistrement (SCT) :*** 002319 ***Numéro de fichier :*** CFP PCE 762

Répertoire des aspirants au Programme d'affectations internationales
Description : Ce fichier peut contenir les curriculum vitae; les demandes des aspirants; la correspondance, les notes d'entrevue; les notes concernant les cas où la candidature de l'intéressé a été étudiée; les télex et les rapports d'évaluation du rendement et les rapports d'appréciation. Certains renseignements sont informatisés. ***Catégorie de personnes :*** Fonctionnaires qui ont postulé des affectations dans le cadre du Programme d'affectations internationales. ***But :*** Ce fichier a pour but de tenir un répertoire de candidats qui désirent participer au Programme d'affectations internationales. ***Usages compatibles :*** Ce fichier sert à identifier les candidats qui recherchent des postes dans des organisations internationales. Liens avec d'autres systèmes : des données de base sont obtenues du Système d'information des ressources de gestion. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant deux (2) ans après être déclarés inactifs et sont ensuite détruits. Les dossiers des candidats qui deviennent participants sont transférés aux dossiers des participants au Programme d'affectations internationales. ***No. APC :*** 94-001 ***Renvoi***

qui ont été présentés, participent actuellement au programme, ou ont terminé une affectation dans le secteur privé. ***But :*** Ce fichier a pour but de maintenir un inventaire des cadres supérieurs du gouvernement fédéral qui ont été présentés au programme pour des affectations éventuelles. Il sert également de dossier chronologique concernant toutes les personnes qui ont participé au programme. ***Usages compatibles :*** Les renseignements sont utilisés pour évaluer les candidats et pour les référer aux organismes du secteur privé en vue d'affectations éventuelles. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pour une période de deux ans après la fin d'une affectation et sont ensuite détruits. Les renseignements concernant les candidats qui n'ont pas participé au programme sont conservés pendant deux (2) ans et sont ensuite détruits. ***No. APC :*** 94-001 ***Renvoi au dossier # :*** CFP PCD 081 ***Enregistrement (SCT) :*** 001909 ***Numéro de fichier :*** CFP PCE 757

Évaluation de langue seconde
Description : Ce fichier peut contenir la demande pertinente d'évaluation de langue seconde et le formulaire des résultats, les renseignements personnels généraux, la cassette de l'entrevue orale, les rapports et les résultats de l'évaluation. ***Catégorie de personnes :*** Fonctionnaires ayant subi une évaluation de la compétence en langue seconde administrée par la Division des services d'évaluation linguistique de la Commission de la fonction publique. ***But :*** Ce fichier existe conformément aux articles 16 et 20 de la Loi sur l'emploi dans la fonction publique pour évaluer la compétence en langue seconde de fonctionnaires fédéraux, et conformément à l'entente entre la Commission et le Conseil du Trésor au sujet de l'évaluation linguistique, pour la prime au bilinguisme, ainsi que pour certains genres de formation linguistique. ***Usages compatibles :*** Le fichier sert à consigner des renseignements ayant trait à l'évaluation linguistique des candidats évalués aux fins de nomination aux postes bilingues de la fonction publique et à d'autres fins, tel que stipulé dans l'entente de la Commission et du Conseil du Trésor au sujet de l'évaluation linguistique. Liens avec d'autres systèmes : les résultats des tests sont transmis dans le Système d'évaluation de langue seconde (ELS) (CFP PCE 718). ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant trois ans, les cassettes entrevues pendant deux (2) ans, à moins que l'employé consente à l'effacement avant cette date et sont ensuite détruits. ***No. APC :*** 85-016 ***Renvoi au dossier # :*** CFP DGD 030 ***Enregistrement (SCT) :*** 001457 ***Numéro de fichier :*** CFP PCE 714

Examinateurs de l'Évaluation de langue seconde (ELS)
Description : Ce fichier peut contenir des renseignements relatifs à l'accréditation/certification et au contrôle des administrateurs et correcteurs de tests ELS, ainsi que des évaluateurs d'interaction orale de l'ELS : les formulaires d'inscription au Programme de certification, les formulaires d'accord d'utilisation de tests, les lettres de certification, les commentaires et recommandations des moniteurs/agents de contrôle ainsi que les autres renseignements administratifs recueillis dans le cadre de l'accréditation/certification. ***Catégorie de personnes :*** Fonctionnaires ayant participé au Programme de certification de l'interaction orale ou ceux qui ont reçu l'autorisation d'administrer et de corriger les tests d'ELS. ***But :*** Ce fichier existe conformément aux dispositions des articles 5(1), 16 et 20 de la Loi sur l'emploi dans la fonction publique en vue de consigner les renseignements concernant l'accréditation/certification des examinateurs de l'ELS. ***Usages compatibles :*** Ce fichier est utilisé pour consigner des renseignements ayant trait aux qualités requises, à la formation et la certification/accréditation des examinateurs de l'ELS. Il fournit également des renseignements permettant de surveiller les examinateurs de l'ELS et de prendre des mesures correctives, au besoin. ***Normes de conservation et de destruction :*** Tous les dossiers sont conservés dix (10) ans après que l'employé a quitté son poste d'examinateur. Les dossiers des personnes qui n'ont pas exercé la fonction d'examinateur sont également conservés pendant dix (10) ans. Les dossiers sont ensuite détruits. ***No. APC :*** 85-016 ***Renvoi au dossier # :*** CFP DGD 030 ***Enregistrement (SCT) :*** 001458 ***Numéro de fichier :*** CFP PCE 715

Fonctionnaires renvoyés ou rétrogradés
Description : Ce fichier peut contenir des renseignements personnels de base; la recommandation de l'administrateur général à la Commission ainsi que les motifs du renvoi ou de la rétrogradation, la décision d'appel, s'il y a lieu, la recommandation de la secrétaire générale aux commissaires, la décision de la Commission, et les avis de renvoi ou de rétrogradation au ministère et à l'employé. ***Catégorie de personnes :*** Fonctionnaires dont le renvoi ou la rétrogradation a été recommandé par les administrateurs généraux. ***But :*** Ce fichier existe conformément à l'article 31 de la Loi sur l'emploi dans la fonction publique (maintenant révoqué par l'article 21 de la Loi sur la Réforme de la fonction publique, L.C., 1992, c. 54) en vue de consigner les renseignements sur les employés dont le renvoi ou la rétrogradation a été recommandé par les administrateurs généraux. ***Usages compatibles :*** Le fichier sert à fournir les renseignements nécessaires afin de permettre à la Commission d'évaluer les cas présentés par les administrateurs généraux relativement au renvoi ou à la rétrogradation et de prendre la bonne décision. Il sert aussi à fournir des renseignements aux fins des rapports de la Commission au Parlement. NOTE : Depuis le 1er janvier 1993, ces recommandations ne relèvent plus de la CFP, cette responsabilité ayant été déléguée aux administrateurs généraux. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant sept (7) ans suivant un renvoi ou une rétrogradation, puis sont ensuite détruits. ***No. APC :*** 85-016 ***Renvoi au dossier # :*** CFP DGM 020 ***Enregistrement (SCT) :*** 001449 ***Numéro de fichier :*** CFP PCE 706

renseignements sont compilés pour permettre au Comité des pairs de formuler des recommandations concernant les promotions. ***Usages compatibles :*** Le fichier sert à consigner les constatations et les recommandations du Comité des pairs et est parfois utilisé à des fins de référence en vue de promotions subséquentes de l'individu concerné. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant cinq (5) ans et ils sont ensuite détruits. ***No. APC :*** 85-016 ***Renvoi au dossier # :*** CFP DGD 030 ***Enregistrement (SCT) :*** 002298 ***Numéro de fichier :*** CFP PCE 759

Dossiers du décret d'exclusion sur les langues officielles
Description : Ce fichier peut contenir des renseignements personnels de base, des certificats médicaux, des documents pertinents; les demandes des ministères et la décision de la Commission dans certains cas. ***Catégorie de personnes :*** Fonctionnaires ayant fait une demande formelle d'exclusion ou de prolongation. ***But :*** Ce fichier existe conformément à l'article 20 (et dans certains cas, à l'article 10) de la Loi sur l'emploi dans la fonction publique en vue de consigner les renseignements concernant l'examen du dossier des employés qui demandent à la Commission soit d'être exclus de l'obligation de satisfaire aux exigences linguistiques de leur poste en leur seconde langue officielle, soit de recevoir une prolongation de leur temps d'exemption, soit de passer outre à un pronostic négatif aux fins de nominations. ***Usages compatibles :*** Ce fichier permet à la Commission de la fonction publique d'accorder ou de refuser une exclusion, ou une prolongation du temps d'exemption, ou de passer outre à un pronostic négatif selon le décret d'exclusion sur les langues officielles. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant vingt (20) ans, puis sont ensuite détruits. ***No. APC :*** 85-016 ***Renvoi au dossier # :*** CFP DGM 045 ***Enregistrement (SCT) :*** 001460 ***Numéro de fichier :*** CFP PCE 717

Dossiers sur l'accréditation des agents de dotation
Description : Ce fichier peut contenir des dossiers personnels lesquels incluent les recommandations des ministères pour l'accréditation, incluant des renseignements sur les études et sur l'expérience antérieures en personnel, résultats au test de connaissances en dotation, aperçu des activités et affectations en dotation reliées à la formation en cours d'emploi et évaluations de ces activités et affectations, résultats de l'étude par le comité d'accréditation. Une partie des renseignements ci-dessus sont également inscrits dans un répertoire automatisé. ***Catégorie de personnes :*** Agents de dotation en personnel de la fonction publique. ***But :*** Ce fichier a été conçu afin d'enregistrer et de fournir des renseignements sur les agents de dotation vis-à-vis l'accréditation en ce qu'elle se relie à l'exercice de pouvoirs en matière de dotation délégués conformément au paragraphe 6(1) de la Loi sur l'emploi dans la fonction publique. ***Usages compatibles :*** Ce fichier sert à fournir des renseignements à l'appui de l'accréditation des agents de dotation par le comité d'accréditation. Il sert également à produire divers rapports et analyses statistiques et à des fins administratives générales telles, par exemple, la planification de programmes de formation et de perfectionnement en dotation et la préparation de rapports sur ces programmes. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant deux (2) ans après la date d'accréditation. Les renseignements informatisés sont conservés indéfiniment pour savoir qui est accrédité. ***No. APC :*** 85-016 ***Renvoi au dossier # :*** CFP DGD 030 ***Enregistrement (SCT) :*** 001464 ***Numéro de fichier :*** CFP PCE 721

Dossiers sur les demandes d'avis de la Commission
NOTE : Dès le 1er juin, 1993, ce recours relève de la responsabilité de la Direction des appels (Voir CFP PCE 702)
Description : Ce fichier peut contenir des renseignements recueillis au cours d'une enquête sous l'alinéa 21(1) de la Loi sur l'emploi dans la fonction publique. Le fichier peut contenir des pièces tirées des dossiers personnels ou des dossiers de concours, les notes de l'enquêteur, les notes des entrevues, les allégations d'actes répréhensibles, les évaluations de rendement, et la raison pour laquelle un employé croit que ses chances d'avancement ont été amoindries. Les personnes qui remplissent un formulaire de demande d'accès à des renseignements personnels sont priées de spécifier le nom du ministère fédéral qui a fait l'objet d'une enquête et de donner avec le plus de précision possible la date ou la période pendant laquelle l'enquête a été tenue. ***Catégorie de personnes :*** Fonctionnaires ayant demandé l'avis de la Commission (avant le 1er juin 1993) à savoir si leurs chances d'avancement ont été amoindries. ***But :*** Ce fichier existe conformément à l'article 7.1 de la Loi sur l'emploi dans la fonction publique. Ces dossiers sont établis à la suite d'une demande d'avis soumise en vertu de l'alinéa 21(1) de la Loi sur l'emploi dans la fonction publique. Ce fichier est utilisé pour examiner les allégations présentées et rendre l'avis de la Commission au sujet de l'amoindrissement des chances d'avancement suite à une nomination sans concours. ***Usages compatibles :*** Ce fichier peut être utilisé pour fin de recherche ou de statistique. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant cinq (5) ans après la fin de l'enquête, puis sont ensuite détruits. Les données informatisées sont conservées pendant dix (10) ans et sont ensuite détruites. ***No. APC :*** 94-001 ***Renvoi au dossier # :*** CFP DAE 010 ***Enregistrement (SCT) :*** 001463 ***Numéro de fichier :*** CFP PCE 720

Échanges de cadres de direction entre les milieux d'affaires et l'administration fédérale
Description : Ce fichier peut contenir des présentations, des renseignements biographiques, des rapports d'évaluation et d'examen de rendement, des ententes, des descriptions de postes, des notes d'entrevues, des curriculum vitae et autre correspondance concernant les affectations, les sélections, l'inventaire, l'orientation et les conseils fournis aux candidats. ***Catégorie de personnes :*** Cadres supérieurs du gouvernement fédéral

déroulements de carrière des candidats reçus, en prévision de la production de rapports statistiques. ***Normes de conservation et de destruction :*** Les dossiers de base (copie papier) sont conservés pendant cinq (5) ans, tandis que les fichiers enregistrés sur disque ou ruban magnétique sont gardés pour une période de vingt cinq (25) ans, à partir de la date où le participant termine son affectation au PSG. ***No. APC :*** 94-001 ***Renvoi au dossier # :*** CFP DGD 030 ***Enregistrement (SCT) :*** 002911 ***Numéro de fichier :*** CFP PCE 764

Dossiers des participants au programme des Cours et affectations de perfectionnement (CAP) et au Programme spécial de perfectionnement (PSP)
Description : Ce fichier peut contenir des renseignements personnels de base; les formulaires de nomination; les raisons de nomination; le curriculum vitae; le plan de carrière; les appréciations de rendement; les décisions du jury de sélection, les résultats d'examen d'Évaluation de langue seconde et la correspondance ayant trait à la participation au CAP ou au PSP. ***Catégorie de personnes :*** Fonctionnaires qui suivent présentement le Programme des Cours et affectations de perfectionnement ainsi que ceux qui ont suivi le programme CAP ou PSP. ***But :*** Ce fichier existe conformément aux dispositions des articles 10 et 16(1) de la Loi sur l'emploi dans la fonction publique en vue de tenir un dossier de recensement de tous les participants au Programme des Cours et affectations de perfectionnement ou au Programme spécial. ***Usages compatibles :*** Ce fichier sert à fournir des statistiques sur les participants aux Programmes CAP et PSP pour fins de planification des ressources humaines, de dotation en personnel et de gestion générale du personnel. Liens avec d'autres systèmes : des renseignements sur les participants antérieurs sont mis à jour mensuellement avec le Système d'information des ressources de gestion (SIRG) et un indicateur CAP du SIRG est mis à jour par le système CAP. Un couplage semi-annuel est fait avec le Système d'information sur la mobilité des employés du Conseil du Trésor pour obtenir la data d'entrée dans la fonction publique. ***Normes de conservation et de destruction :*** Des renseignements sélectionnés sont informatisés et conservés à des fins statistiques pendant vingt (20) ans. Tous les dossiers sont conservés pendant cinq (5) ans à compter de la date où prend fin la participation au CAP ou au PSP. ***No. APC :*** 94-001 ***Renvoi au dossier # :*** CFP PCD 070 ***Enregistrement (SCT) :*** 001468 ***Numéro de fichier :*** CFP PCE 725

Dossiers du centre d'évaluation (IPHD)
Description : Ce fichier peut contenir des notes de service et des lettres; des données biographiques et les résultats de l'évaluation. ***Catégorie de personnes :*** Fonctionnaires fédéraux ayant fait l'objet d'une évaluation par le Centre d'évaluation (IPHD). ***But :*** Ce fichier existe conformément aux dispositions des articles 10 et 16(1) de la Loi sur l'emploi dans la fonction publique en vue de consigner et de fournir des renseignements sur l'évaluation des candidats au Programme des Cours et affectations de perfectionnement (CAP) ou des Programmes de développement ministériels. ***Usages compatibles :*** Ce fichier sert à consigner et à fournir tous les renseignements relatifs à l'évaluation des candidats au Programme des Cours et affectations ou des Programmes de développement ministériels de façon à ce que le choix des candidats soit fructueux. Il est aussi utilisé pour fournir de l'information sur l'évaluation et les résultats de cette évaluation aux candidats qui en font la demande et pour amasser des données normatives sur les candidats évalués. ***Normes de conservation et de destruction :*** Les dossiers et les données informatisées sont conservés pendant trente (30) ans après l'évaluation, puis sont ensuite détruits. ***No. APC :*** 85-016 ***Renvoi au dossier # :*** CFP DGD 070 ***Enregistrement (SCT) :*** 001469 ***Numéro de fichier :*** CFP PCE 726

Dossiers du Comité de révision linguistique
Description : Ce fichier peut contenir la demande de révision, le consentement écrit de l'employé, les résultats de l'Examen de connaissances de la langue avant le 15 octobre 1984, le rapport de l'agent d'évaluation, les tests diagnostiques, les résultats des tests d'orientation, les lettres ou les notes de services pertinentes et la décision du Comité. ***Catégorie de personnes :*** Fonctionnaires dont le cas a été présenté au Comité de révision linguistique. ***But :*** Ce fichier existe conformément aux dispositions de l'article 20 de la Loi sur l'emploi dans la fonction publique en vue de consigner les renseignements sur les employés dont le cas a été présenté au Comité de révision linguistique. ***Usages compatibles :*** Le fichier est utilisé pour réviser les résultats obtenus à l'évaluation linguistique avant le 15 octobre 1984, ainsi que le renvoi des employés des cours de langue et pour prendre la décision pertinente dans chaque cas. ***Normes de conservation et de destruction :*** Les dossiers concernant les résultats d'examen de connaissance de la langue sont conservés pendant dix (10) ans, puis sont ensuite détruits. Les dossiers concernant les cours de langue sont conservés pendant vingt-cinq ans (25), puis sont ensuite détruits. ***No. APC :*** 85-016 ***Renvoi au dossier # :*** CFP DGM 045 ***Enregistrement (SCT) :*** 001459 ***Numéro de fichier :*** CFP PCE 716

Dossiers du Comité interministériel des pairs concernant les promotions
Description : Le fichier peut contenir des curriculum vitae, des lettres de présentation des ministères, des lettres de références, des évaluations de rendement et les recommandations du Comité des pairs. Il peut aussi contenir des travaux personnels et des listes de réalisations. ***Catégorie de personnes :*** Fonctionnaires dans les groupes de la Recherche historique (HR), de l'Enseignement universitaire (UT), de la Recherche scientifique (SE-RES) et des Services scientifiques de la défense (DS) qui ont été présentés au Comité des pairs en vue d'une promotion. ***But :*** La cueillette de ces renseignements est autorisée par le Conseil du Trésor pour les groupes HR, UT,SE, et DS. Ces

et les enregistrements sont conservés pendant deux ans et sont ensuite détruits; cependant, pour les dossiers qui sont transmis à la Cour fédérale du Canada en application de l'article 18 de la Loi sur la Cour fédérale, les décisions sont conservées sur microfiche pendant vingt (20) ans lorsque l'application de l'article 18 est accueillie ou rejetée avec ou sans motif. Les données informatisées sont conservées pendant cinq (5) ans. ***No. APC :*** 94-001 ***Renvoi au dossier # :*** CFP DAE 005 ***Enregistrement (SCT) :*** 001445 ***Numéro de fichier :*** CFP PCE 702

Dossiers des concours des Programmes des cadres de la direction

Description : Ce fichier peut contenir les cotes de sécurité; les résultats obtenus aux examens linguistiques; les notes de service à la Commission (rapports des jurys); les lettres d'offre; les lettres d'acceptation; les lettres destinées aux candidats ayant échoué; les avis de droit d'appel s'il y a lieu; les lettres disant qu'il n'y a pas eu d'appel, les copies du rapport d'opération de dotation; les formulaires d'information sur les langues officielles; les demandes de dotation sans délégation; les tableaux descriptifs des postes et les énoncés de qualités; les descriptions de tâches, les demandes d'emploi, les rapports individuels des candidats du Centre d'évaluation pour la nomination des cadres de la direction, les résultats de vérification des références et une liste des personnes prises en considération pour le poste. Les personnes qui remplissent un formulaire de demande d'accès à des renseignements personnels sont priées d'indiquer le numéro de concours approprié. ***Catégorie de personnes :*** Fonctionnaires qui participent à un concours du groupe de la direction administré par la Commission. ***But :*** Ce fichier existe conformément à l'article 10 de la Loi sur l'emploi dans la fonction publique en vue de consigner et de fournir des renseignements concernant les concours du groupe de la direction administrés par la Commission de la fonction publique. ***Usages compatibles :*** Ce fichier sert à fournir des renseignements concernant les nominations dans le groupe de la direction faites par la Commission. Sur demande, des renseignements peuvent être fournis aux participants à un processus de sélection en vue d'expliquer les raisons de la décision, conformément à la politique de la CFP sur la «Communication de renseignements à la suite d'une sélection». ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant trois (3) ans à compter de la date d'expiration de la liste d'admissibilité, puis sont ensuite détruits. ***No. APC :*** 94-001 ***Renvoi au dossier # :*** CFP PCD 065 ***Enregistrement (SCT) :*** 001475 ***Numéro de fichier :*** CFP PCE 732

Dossiers des participants au Programme d'affectations internationales

Description : Ce fichier peut contenir les curriculum vitae; les rapports d'évaluation du rendement et les rapports d'appréciation; les contrats; les demandes des participants; les avis de poste vacant; les descriptions de tâches; les notes d'entrevue et autre correspondance reliée au Programme. Certains renseignements sont informatisés. ***Catégorie de personnes :*** Fonctionnaires qui sont sur le point d'obtenir, qui ont obtenu, ou qui ont terminé une affectation. ***But :*** Ce fichier existe afin de maintenir un dossier chronologique concernant toutes les personnes qui ont participé à ce programme. ***Usages compatibles :*** Ce fichier sert à la gestion générale du programme. Liens avec d'autres systèmes : des données de base sont obtenues du Système d'information des ressources de gestion. ***Normes de conservation et de destruction :*** Les dossiers demeurent actifs pendant la période d'affectation, sont ensuite inactifs pendant trois (3) ans et sont détruits. Les rapports d'évaluation de rendement des employés sont conservés pendant cinq (5) ans et sont détruits. ***No. APC :*** 94-001 ***Renvoi au dossier # :*** CFP PCD 080 ***Enregistrement (SCT) :*** 001907 ***Numéro de fichier :*** CFP PCE 755

Dossiers des participants au Programme d'Échanges Canada

Description : Ce fichier peut contenir les curriculum vitae; les rapports d'évaluation du rendement et les rapports d'appréciation; les contrats; les descriptions de tâches; les notes d'entrevue et autre correspondance reliée au programme. Certains renseignements sont informatisés. ***Catégorie de personnes :*** Fonctionnaires qui sont sur le point d'obtenir, qui ont obtenu, ou qui ont terminé une affectation. ***But :*** Ce fichier existe afin de maintenir un dossier chronologique concernant toutes les personnes qui ont participé à ce programme. ***Usages compatibles :*** Ce fichier sert à la gestion générale du programme. Liens avec d'autres systèmes : des données de base sont obtenues du Système d'information des ressources de gestion. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant une période de deux (2) ans après la fin de l'affectation et sont ensuite détruits. ***No. APC :*** 94-001 ***Renvoi au dossier # :*** CFP PCD 075 ***Enregistrement (SCT) :*** 001952 ***Numéro de fichier :*** CFP PCE 729

Dossiers des participants au Programme de stagiaires en gestion

Description : Ce fichier peut contenir les données suivantes : rapports d'appréciation de rendement, libellé des ententes, descriptions de poste, notes d'entrevue, demandes d'emploi, curriculum vitae, relevés de notes, documents de correspondance concernant l'affectation, la sélection et l'orientation des candidats, ainsi que le répertoire dont ces derniers sont issus. ***Catégorie de personnes :*** Fonctionnaires participant ou ayant participé au Programme de stagiaires en gestion. ***But :*** Cette banque de données a été créée aux termes des articles 10 et 16(1) de la Loi sur l'emploi dans la fonction publique afin de tenir un dossier rétrospectif de toutes les personnes qui ont participé au programme. ***Usages compatibles :*** Les renseignements recueillis servent tant à la gestion générale des affectations qu'à des fins statistiques. Liens avec d'autres systèmes : la banque de données est reliée au Système de gestion de l'information sur les nominations afin de suivre les

dossier # : CFP PCD 030 ***Enregistrement (SCT) :*** 001466 ***Numéro de fichier :*** CFP PCE 723

Dossiers de la Direction des enquêtes
Description : Ce fichier peut contenir les extraits du dossier de l'employé et du dossier de concours, des notes de l'entrevue, des allégations ou des plaintes, des notes de service et des lettres, des évaluations du rendement, des coupures de presse, des protocoles d'entente et le rapport d'enquête officiel. Il peut contenir aussi des renseignements relatifs à des activités de conciliation auprès des ministères, des représentants d'employés ou des plaignants. ***Catégorie de personnes :*** Fonctionnaires ayant logé une plainte auprès de la Direction des enquêtes portant sur l'application de la Loi sur l'emploi dans la fonction publique et des règlements ainsi que des plaintes de harcèlement sur les lieux de travail tel que défini dans la politique du Conseil du Trésor, et les personnes impliquées dans la plainte. ***But :*** Ce fichier existe conformément aux dispositions de l'article 7.1 de la Loi sur l'emploi dans la fonction publique et du décret C.P. 1986-2350 en vue de consigner des renseignements sur les enquêtes portant sur l'application de la Loi sur l'emploi dans la fonction publique et des règlements, les plaintes de harcèlement sur les lieux de travail tel que défini dans la politique du Conseil du Trésor. Les renseignements sont recueillis pour que les allégations puissent être examinées, que des recommandations puissent être faites et que des mesures de redressement puissent être prises s'il y a lieu. ***Usages compatibles :*** La préparation de la documentation à l'appui de la recommandation d'établir un comité d'enquête. ***Normes de conservation et de destruction :*** Les dossiers demeurent actifs pendant l'enquête, l'étape de conciliation ou de divulgation, sont ensuite inactifs pendant cinq (5) ans et sont détruits. Les plaintes qui ne deviennent une enquête formelle sont conservées pendant deux (2) ans et sont ensuite détruites. Les données informatisées sont conservées pendant dix (10) ans et sont ensuite détruites. ***No. APC :*** 94-001 ***Renvoi au dossier # :*** CFP DAE 010 ***Enregistrement (SCT) :*** 001446 ***Numéro de fichier :*** CFP PCE 703

Dossiers de présentation des candidats répertoriés
Description : Ce fichier peut contenir des renseignements personnels généraux, le formulaire de présentation de candidats, les vérifications des références et les résultats des présentations de candidats. ***Catégorie de personnes :*** Fonctionnaires présentés par la Commission à des ministères et à des organismes, à l'exception du groupe EX. ***But :*** Ce fichier existe pour consigner les présentations de candidats faites par la Commission à des ministères et à des organismes. ***Usages compatibles :*** Le fichier sert à fournir des renseignements sur les employés présentés par la Commission. Les renseignements concernant les groupes sous-représentés sont utilisés pour fins statistiques par la Commission de la fonction publique, le Conseil du Trésor et le ministère employeur. Liens avec autres systèmes : des données du Système de présentation des candidats répertoriés (SPCR) sont entrées dans le Système des mesures de la performance des opérations (SMPO) pour fins d'évaluation de programme. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant deux (2) ans, puis sont ensuite détruits. ***No. APC :*** 94-001 ***Renvoi au dossier # :*** CFP DGD 030 ***Enregistrement (SCT) :*** 001453 ***Numéro de fichier :*** CFP PCE 710

Dossiers de recours en matière de mutation
Description : Ce fichier renferme un dossier de plainte contenant des renseignements personnels de base, les preuves recueillies durant l'enquête, un rapport d'enquête assorti de recommandations à l'administrateur général ainsi que la décision de la Commission, le cas échéant, et une fiche d'information statistique concernant la plainte. ***Catégorie de personnes :*** Les fonctionnaires qui ont déposé, au Bureau des recours contre les mutations, une plainte concernant l'application de l'article 34.4 de la Loi sur l'emploi dans la fonction publique. ***But :*** Conformément à l'article 34.4 de la Loi sur l'emploi dans la fonction publique, ce fichier sert à fournir des renseignements qui permettront à l'enquêteur d'évaluer la preuve déposée devant lui/elle et de faire des recommandations à l'administrateur général en ce qui a trait aux mesures de redressement à prendre par rapport à la mutation du fonctionnaire en cause. ***Usages compatibles :*** Ce fichier sert également à fournir des renseignements pour les rapports de la CFP au Parlement. ***Normes de conservation et de destruction :*** Les documents sont conservés pendant cinq (5) ans et sont ensuite détruits. ***No. APC :*** à déterminer. ***Renvoi au dossier # :*** CFP DGM 026 ***Enregistrement (SCT) :*** 003270 ***Numéro de fichier :*** CFP PCE 745

Dossiers des auditions d'appels
Description : Ce fichier peut contenir les documents d'appel, les avis de sélection, des preuves produites à l'audition y compris des formulaires d'évaluation de rendement du personnel lorsque utilisés dans le processus de sélection, une décision du comité d'appel et une fiche de contrôle du dossier d'appel. Il peut aussi renfermer des enregistrements sur bande des délibérations. Les personnes qui remplissent un formulaire de demande d'accès à des renseignements personnels sont priées de fournir le numéro de dossier de la Direction des appels qui est indiqué sur la décision du comité d'appel qu'a reçue l'appelant(e). ***Catégorie de personnes :*** Fonctionnaires qui ont fait appel ou qui sont en cause dans un appel. ***But :*** Ce fichier existe conformément aux dispositions de l'article 21 de la Loi sur l'emploi dans la fonction publique et des articles 45 à 48 du règlement sur l'emploi dans la fonction publique en vue d'enregistrer et de fournir des renseignements sur les appels logés. ***Usages compatibles :*** Les dossiers servent à fournir les renseignements recueillis au cours de l'audition d'un appel afin que le président du Comité d'appel puisse rendre une décision. ***Normes de conservation et de destruction :*** Les décisions sont conservées sur microfiche pendant vingt (20) ans à compter de la date où elles ont été prises; les dossiers

conservés pendant vingt (20) ans et sont détruits. ***No. APC :*** 85-016 ***Renvoi au dossier # :*** CFP DGF 105 ***Enregistrement (SCT) :*** 001484 ***Numéro de fichier :*** CFP PCE 741

Dossiers concernant la sélection du personnel
Description : Ce fichier peut contenir les demandes de dotation, les descriptions de tâches, les énoncés de qualité, les formulaires d'entrées relatives aux langues officielles, les avis de concours, les formulaires de demandes d'emploi et les curriculum vitae, les guides de dotation, les rapports des comités de sélection, les lettres de recommandation ou évaluations de rendement, les listes d'admissibilité, tout autre document ayant servi à établir le mérite des candidats ainsi que les avis des résultats des concours-sélection, y compris les lettres d'offres. S'il y a lieu, les avis de droit d'appel et autres documents afférents sont inclus également. Les employés qui remplissent un formulaire de demande d'accès à des renseignements personnels doivent indiquer le numéro des concours appropriés. ***Catégorie de personnes :*** Fonctionnaires dont la candidature est prise en considération aux fins de nomination dans le cadre d'un processus de sélection du personnel administré par la Direction générale des programmes de dotation. ***But :*** Ce fichier existe conformément aux dispositions de l'article 10 de la Loi sur l'emploi dans la fonction publique et sert à enregistrer des données et à fournir des renseignements concernant tous les processus de sélection du personnel avec ou sans concours administrés par la Direction générale des programmes de dotation de la Commission. ***Usages compatibles :*** Ce fichier sert à combler des postes, à fournir des renseignements sur demande aux participants à un processus de sélection en vue d'expliquer les raisons de la décision conformément à la politique de la CFP sur la «Communication de renseignements à la suite d'une sélection»; et à fournir des documents concernant le processus de sélection aux enquêtes menées par la Commission et aux comités d'appel. Les renseignements concernant les groupes sous-représentés sont utilisés pour fins statistiques par la Commission de la fonction publique, le Conseil du Trésor et le ministère employeur. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant deux (2) ans après l'expiration de la liste d'admissibilité ou deux ans après leur dernier usage à des fins administratives, puis sont ensuite détruits. ***No. APC :*** 85-016 ***Renvoi au dossier # :*** CFP DGD 030 ***Enregistrement (SCT) :*** 001455 ***Numéro de fichier :*** CFP PCE 712

Dossiers d'employés en matière d'abandon de poste
Description : Ce fichier peut contenir une copie de la lettre envoyée à l'employé et l'avis du ministère de l'employé à la Commission. ***Catégorie de personnes :*** Fonctionnaires ayant abandonné leur poste. ***But :*** Ce fichier existe conformément aux dispositions de l'article 27 de la Loi sur l'emploi dans la fonction publique en vue de consigner et de fournir des renseignements sur l'abandon de poste d'un employé. ***Usages compatibles :*** Le fichier sert à fournir des renseignements statistiques au Parlement sur les employés ayant abandonné leur poste. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant deux (2) ans à compter de la date de leur réception, puis sont ensuite détruits. ***No. APC :*** 85-016 ***Renvoi au dossier # :*** DGD DGD 030 ***Enregistrement (SCT) :*** 001456 ***Numéro de fichier :*** CFP PCE 713

Dossiers de la CFP sur les mutations
Description : Ce fichier peut contenir le curriculum vitae, la dernière évaluation du rendement, le formulaire de demande de mutation, une lettre du ministère confirmant le groupe, le niveau et le type d'emploi actuel, rapport d'évaluation-orientation, les résultats des présentations ainsi que les vérifications des références. ***Catégorie de personnes :*** Fonctionnaires ayant présenté une demande de mutation latérale. ***But :*** Ce fichier existe conformément aux dispositions de l'article 5(c)(i) du Règlement sur l'emploi dans la fonction publique en vue de fournir des renseignements sur les employés ayant fait une demande de mutation latérale dans les catégories du soutien administratif et de l'exploitation, de l'administration et du service extérieur et des catégories professionnelle et technique, à l'exception du groupe EX. ***Usages compatibles :*** Le fichier sert à présenter aux ministères et aux organismes les employés qui ont demandé une mutation latérale. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant deux (2) ans à compter de la date de la plus récente inscription au répertoire et sont ensuite détruits. ***No. APC :*** 85-016 ***Renvoi au dossier # :*** CFP DGD 030 ***Enregistrement (SCT) :*** 001462 ***Numéro de fichier :*** CFP PCE 719

Dossiers de la Direction de l'équité en matière d'emploi des Programmes des cadres de la direction (DEEPCD) (niveaux supérieurs) (anciennement Initiatives d'équité en matière d'emploi)
Description : Ce fichier peut contenir des renseignements personnels de base; le curriculum vitae; le plan de carrière général et des données sur les appréciations de rendement et de vérification des références. ***Catégorie de personnes :*** Les membres des groupes désignés comprenant les femmes, les minorités visibles, les autochtones et les personnes handicapées se situant aux niveaux équivalents à EX, EX moins 1 et moins 2 ayant profité des services de la DEEPCD. ***But :*** Ce fichier existe en vue de tenir un dossier des antécédents des membres des groupes désignés qui cherchent à obtenir une affectation de perfectionnement ou une nomination au niveau EX afin de réaliser leurs objectifs sur le plan professionnel. ***Usages compatibles :*** Ce fichier sert à répertorier les membres des groupes désignés aptes à être présentés et nommés au groupe de la direction ou pour des affectations à d'autres niveaux à la fonction publique. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant deux (2) ans à compter de la date à laquelle ils sont déclarés inactifs, puis sont ensuite détruits. ***No. APC :*** 85-016 ***Renvoi au***

1973). ***Usages compatibles :*** Ce fichier sert à fournir des renseignements sur l'évaluation et les résultats de cette évaluation aux candidats qui en font la demande et à amasser des données normatives sur les candidats du Programme des Cours et affectations de perfectionnement qui en font la demande. ***Normes de conservation et de destruction :*** Les dossiers des employés évalués entre 1968 et 1973 sont conservés pendant trente (30) ans, puis sont ensuite détruits. ***No. APC :*** 85-016 ***Renvoi au dossier # :*** CFP DGD 070 ***Enregistrement (SCT) :*** 001467 ***Numéro de fichier :*** CFP PCE 724

Données sur les candidats au Programme des Cours et affectations de perfectionnement (CAP) et au Programme spécial de perfectionnement (PSP)
Description : Ce fichier peut contenir des renseignements personnels de base dans un ou plusieurs formats : fiches de candidats (discontinuées en 1984), dossiers des candidats ou dossiers du jury de révision des sélections. L'information peut comprendre les formulaires de demande, les raisons de la nomination et le curriculum vitae, le plan de déroulement de carrière, l'évaluation de rendement, les décisions et sommaires du jury de révision des sélections, les résultats de tests de connaissances linguistiques et la correspondance générale concernant les nominations aux programmes CAP ou PSP. ***Catégorie de personnes :*** Fonctionnaires nommés aux programmes CAP ou PSP. ***But :*** Ce fichier existe conformément aux dispositions des articles 10 et 16(1) de la Loi sur l'emploi dans la fonction publique en vue de consigner et de fournir des renseignements sur les nominations initiales et finales aux programmes CAP et PSP et, dans le cas de nominations finales, de consigner et présenter les renseignements aux membres du jury de révision des sélections pour leur examen et décision sur l'acceptation aux Programmes. ***Usages compatibles :*** Ce fichier sert à consigner et à fournir des renseignements sur les nominations CAP et PSP aux phases de sélection initiale (Centre d'évaluation) et finale (Jury de sélection); il sert aussi aux fins de statistiques, de l'administration et de la prestation des services de conseils. Les dossiers du jury de révision des sélections proviennent des dossiers des candidats et contiennent des renseignements additionnels qui permettent aux membres du jury de prendre des décisions sur la participation des candidats aux programmes. ***Normes de conservation et de destruction :*** Les dossiers des employés dont l'examen se termine avec la phase de sélection sont conservés pendant trois (3) ans et sont ensuite détruits. (Nota : les dossiers des candidats retenus par le Jury de sélection sont transférés au fichier des participants CAP et PSP.) Des renseignements sélectionnés sur tous les candidats sont introduits dans l'ordinateur et conservés pour fins de statistiques pendant vingt ans. ***No. APC :*** 94-001 ***Renvoi au dossier # :*** CFP PCD 080 ***Enregistrement (SCT) :*** 001705 ***Numéro de fichier :*** CFP PCE 751

Dossier d'orientation linguistique
Description : Ce fichier peut contenir des données personnelles de base, les résultats des tests d'aptitude et de classement, le rapport de l'entrevue préliminaire, le pronostic, la leçon recommandée et la durée de formation prévue. ***Catégorie de personnes :*** Fonctionnaires candidats à la formation linguistique qui ont suivi le processus d'orientation en prévision d'une nomination non impérative ou d'une inscription on formation linguistique de base. ***But :*** Ce fichier existe conformément à l'article 5(b) de la Loi sur l'emploi dans la fonction publique afin d'enregistrer les résultats des tests et les renseignements recueillis lors de l'entrevue d'orientation. ***Usages compatibles :*** Les renseignements servent à évaluer l'aptitude à réussir la formation linguistique, à formuler des recommandations pédagogiques à l'intention du personnel enseignant et à fournir à Formation linguistique Canada des données de nature administrative. Rapports avec d'autres systèmes : l'information est couplée quotidiennement avec le Module informatisé sur la formation linguistique (MIFL) du Conseil du Trésor pour mettre à jour l'information sur les candidats qui participent au processus d'orientation. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant vingt (20) ans après la fin de la formation et sont ensuite détruits. Les renseignements informatisés demeurent actifs pendant la période de formation, sont ensuite conservés sur rubans pendant vingt (20) ans et sont détruits. ***No. APC :*** 85-016 ***Renvoi au dossier # :*** CFP DGF 105 ***Enregistrement (SCT) :*** 001482 ***Numéro de fichier :*** CFP PCE 739

Dossier de formation linguistique
Description : Ce fichier peut contenir des données personnelles de base, des demandes de service et de formation linguistique, résultats des tests d'aptitude et de classement, des renseignements au personnel enseignant dans les centres de formation linguistique de la Commission ainsi que les résultats obtenus lors de la formation linguistique. ***Catégorie de personnes :*** Fonctionnaires qui ont suivi des cours de formation linguistique. ***But :*** Ce fichier existe conformément à l'article 5(b) de la Loi sur l'emploi dans la fonction publique en vue de fournir des renseignements pour les processus d'admission, de testing, d'orientation, d'inscription et de formation linguistique. ***Usages compatibles :*** Ce fichier sert lors des processus d'admission, de testing, d'orientation, d'inscription et de formation linguistique et à assurer un suivi du progrès des participants. Rapports avec d'autres systèmes : l'information est couplée quotidiennement avec le Module informatisé sur la formation linguistique (MIFL) du Conseil du Trésor et le système d'Évaluation en langue seconde (ELS) de la CFP pour mettre à jour les renseignements sur les candidats, déterminer les heures de formation admissibles, y ajouter les nouvelles demandes de formation et mettre à jour les données des ELS. De plus, le système de formation linguistique sert à produire des statistiques et des rapports aux ministères sur les absences et le progrès des participants. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant vingt (20) ans après la fin de la formation et sont ensuite détruits. Les renseignements informatisés sont ensuite

puis transférées aux Archives nationales du Canada; les dossiers de rémunération des employés sont conservés pour toujours. ***Renvoi au dossier # :*** CCN 920 ***Enregistrement (SCT) :*** 003732 ***Numéro de fichier :*** CCN PPE 800

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Langues officielles

Mesures disciplinaires

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Commission de la Fonction publique du Canada

Chapitre 43

Fichiers centraux

Congés en vue de briguer les suffrages
Description : Ce fichier peut contenir la demande de congé, l'opinion de l'administrateur général, la recommandation de la secrétaire générale aux commissaires, la décision de la Commission d'autoriser ou de refuser le congé pour permettre au fonctionnaire de briguer les suffrages, les avis pour publication dans la Gazette du Canada, partie I, et à l'occasion, des coupures de journaux. ***Catégorie de personnes :*** Fonctionnaires qui ont demandé un congé en vue de briguer les suffrages. ***But :*** Ce fichier existe conformément aux articles 32, 33 et 34 de la Loi sur l'emploi dans la fonction publique en vue de consigner les renseignements afin que la Commission puisse décider si elle doit accorder un congé à un employé qui désire briguer les suffrages. ***Usages compatibles :*** Ce fichier sert à fournir les renseignements nécessaires afin que la Commission puisse prendre sa décision et à fournir des renseignements aux fins des rapports de la Commission au Parlement. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant sept (7) ans, puis sont ensuite détruits. ***No. APC :*** 85-016 ***Renvoi au dossier # :*** CFP DGM 020 ***Enregistrement (SCT) :*** 001448 ***Numéro de fichier :*** CFP PCE 705

Demandes de communication de renseignements
Description : Ce fichier peut contenir les formulaires de demande de communication de renseignements, les réponses à ces demandes et l'information rattachée au traitement des demandes. ***Catégorie de personnes :*** Fonctionnaires ayant fait une demande officielle d'accès à des renseignements en vertu de la Loi sur l'accès à l'information ou la Loi sur la protection des renseignements personnels. ***But :*** Ce fichier existe conformément à l'article 4 de la Loi sur l'accès à l'information et à l'article 12 de la Loi sur la protection des renseignements personnels pour traiter les demandes de communication de renseignements faites en vertu des lois. ***Usages compatibles :*** Ce fichier est utilisé pour consigner et traiter les demandes, pour répondre aux plaintes reçues en vertu des lois et pour fins de statistiques. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant deux (2) ans après la demande et sont ensuite détruits. ***No. APC :*** 85-016 ***Renvoi au dossier # :*** CFP DGM 901 ***Enregistrement (SCT) :*** 001684 ***Numéro de fichier :*** CFP PCE 743

Données sur l'évaluation du Programme de Cours et affectations de perfectionnement et sur l'orientation de carrières (1968 à 1973)
Description : Ce fichier peut contenir des données biographiques; les résultats de l'évaluation et le sommaire du rendement de chaque candidat qui a accepté de passer la batterie de tests du CAP concernant l'évaluation et l'orientation professionnelle entre 1968 et 1973. ***Catégorie de personnes :*** Fonctionnaires fédéraux qui étaient candidats au Programme des Cours et affectations de perfectionnement (1968 à 1973). ***But :*** Ce fichier existe conformément aux dispositions de l'article 16(1) de la Loi sur l'emploi dans la fonction publique en vue de consigner tous les renseignements sur l'évaluation et l'orientation professionnelle des candidats au Programme des Cours et affectations de perfectionnement (1968 à

Langues officielles
Mesures disciplinaires
Présences et congés
Primes d'encouragement
Programme d'équité en matière d'emploi
Rémunération et avantages
Sécurité et santé au travail
Stationnement
Vérification de la fiabilité
Voyages et réinstallations

Commission de la Capitale nationale

Chapitre 42

Fichiers particuliers

Réaménagement des effectifs
Description : Ce fichier contient des renseignements sur les employés déclarés excédentaires ou mis à pied. Ces renseignements comprennent généralement une lettre à l'employé, le curriculum vitae de l'employé des copies des évaluations et le formulaire d'a ***Catégorie de personnes :*** Employés de la CCN ***But :*** Ce fichier est utilisé par les cadres supérieurs à des fins de planification des ressources humaines. Il est également utilisé pour aider les employés à trouver un nouvel emploi ou une autre affectation. ***Usages compatibles :*** Les renseignements contenus dans ce fichier sont transmis à la Commission des Fonction publique à des fins d'information et de placement. ***Normes de conservation et de destruction :*** Ces dossiers sont conservés pendant trois ans, puis ils sont détruits. ***Renvoi au dossier # :*** CCN 920 ***Enregistrement (SCT) :*** 003665 ***Numéro de fichier :*** CCN PPE 801

Système d'inventaire de l'information de la Commission (CIIS)/Banque d'employés
Description : Ce fichier est un système informatisé qui contient le nom, sexe, date de naissance, numéro de poste et niveau de sécurité pour chaque employé. ***Catégorie de personnes :*** Employés de la CCN ***But :*** Ce fichier a pour but d'assurer que l'employé qui a accès au dossier de la corporation a un niveau de sécurité adéquat. ***Usages compatibles :*** Ce système a pour but de fournir le niveau de sécurité de l'employé pour sauvegarder toute information désignée ou classifiée. ***Normes de conservation et de destruction :*** Ces données informatisées sont mises à jour sur demande. ***Renvoi au dossier # :*** CCN SPI 195 ***Enregistrement (SCT) :*** 003664 ***Numéro de fichier :*** CCN PPE 802

Système général d'information sur les ressources humaines (CHRIS)
Description : Il s'agit d'une banque de données en ligne composée de sept sous-systèmes intégrés qui contribuent à pratiquement toutes les principales fonctions de gestion du personnel. Cette banque comprend des renseignements sur les employés tels que leur Code d'identification de dossier personnel (CIDP), numéro d'assurance sociale, sexe, classification et niveau, nom, adresse et date de naissance. Le sous-système d'information sur les ressources humaines (HRIS) contient des examens du rendement, des évaluations ainsi que des données sur les études, la formation, les qualifications, les aspirations professionnelles, les affiliations à des organismes professionnels et les profils de poste d'employés permanents. Le sous-système du personnel (PERS) est le principal fichier de renseignements sur les employés de la CCN. Il contient tous les renseignements sur la rémunération des employés de la CCN depuis 1971. Le sous-système informatisé de présentation des rapports d'équité en matière d'emploi (EECRIS) sert à la production de rapports annuels concernant les règlements sur l'équité en matière d'emploi. Le sous-système Healthtrack contient des renseignements sur les employés et sur les accidents du travail à l'intention des bureaux d'indemnisation des accidents du travail (de l'Ontario et du Québec) et sert à la production de rapports sur les accidents du travail, à la gestion des réclamations et à la prévention des accidents par Santé et Sécurité. Le sous-système de paie (Cyborg) sert à la production des chèques de paie des employés, avec les gains et les déductions nécessaires, et il permet de réduire les coûts de la main-d'oeuvre. Le système de production de rapports sur le temps et les congés (TRS) contient des renseignements sur les employés travaillant pendant l'exercice en cours, et il sert à tenir compte des heures travaillées et des congés. Ce système transmet des comptes rendus de la feuille de temps des employés aux systèmes de paie, qui produiront les chèques. Le système WYCOMP contient des renseignements sur les postes, notamment des évaluations et des descriptions du travail. ***Catégorie de personnes :*** Employés de la CCN ***But :*** Ce système donne aux cadres de la Commission et aux gestionnaires du personnel suffisamment de renseignements sur le personnel pour qu'ils puissent prendre des décisions éclairées sur les employés. Il sert également à répondre de façon contrôlée aux demandes de renseignements précises sur les employés. ***Usages compatibles :*** Les renseignments contenus dans cette banque de données sont utilisés pour la production de rapports à l'intention des gestionaires, qui sont en mesure de prendre des décisions plus éclairées au sujet du personnel. ***Normes de conservation et de destruction :*** Les dossiers informatisés sont mis à jour au besoin. Les données sont conservées pour cinq ans,

employés de la CISR au Programme d'aide aux employés; les avis de mise en rapport volontaire ou obligatoire (connexe au rendement au travail); les dossiers de mise en rapport avec des professionnels de la santé ou un organisme de réadaptation; et les rapports et la correspondance provenant de ces derniers; les interprétations non médicales concernant les capacités ou les limites de travail de l'employé. Tous les renseignements médicaux personnel sont conservés à titre de renseignements médicaux protégés dans un fichier administré par la Direction des services médicaux du ministère de la Santé nationale et du Bien-être social. Les dossiers ayant trait aux lacunes en matière de rendement de l'employé, à l'absentéisme et aux questions disciplinaires sont conservés dans le fichier pertinent de renseignements personnels de l'organisme ou du ministère, et non dans les dossiers du PAE. ***Catégorie de personnes :*** Les employés et les commissaires de la CISR. ***But :*** Ce fichier a pour but d'emmagasiner les renseignements nécessaires à l'administration du Programme d'aide aux employés. Il vise à déterminer si les employés ont besoin de counselling, s'il est nécessaire de leur faire passer une évaluation sur le plan médical ou de les faire participer à des programmes de réadaptation. ***Usages compatibles :*** Étayer les décisions ayant trait aux mesures en matière d'aide aux employés. ***Normes de conservation et de destruction :*** Les dossiers sont détruits deux ans après la dernière participation de l'employé au Programme d'aide aux employés. ***Enregistrement (SCT) :*** 003176 ***Numéro de fichier :*** CIR PPE 803

Système de suivi des agents responsable de la revendication
Description : Ce fichier contient les noms et adresses des agents responsable de la revendication employés par la CISR. ***Catégorie de personnes :*** Employés de la Commission. ***But :*** Ces renseignements sont utilisés au moment d'assigner les revendications du statut de réfugié aux agents responsable de la revendication. ***Usages compatibles :*** Ces renseignements sont utilisés pour affecter les agents responsable de la revendication aux audiences et pour produire des rapports sur les cas qui leur sont assignés. ***Normes de conservation et de destruction :*** Les documents seront conservés pendant deux ans après leur dernière utilisation à des fins administratives. ***Enregistrement (SCT) :*** 003175 ***Numéro de fichier :*** CIR PPE 802

Système de suivi des commissaires
Description : Ce fichier contient des renseignements personnels sur les commissaires, notamment l'adresse du domicile, le numéro de téléphone, les dates des affectations, la date d'expiration des affectations, et les langues parlées par les commissaires. ***Catégorie de personnes :*** Commissaires. ***But :*** Le but de ce fichier consiste à suivre la période de nomination (début et fin) des commissaires. Il constitue aussi une liste des personnes disponibles pour siéger à des audiences de la Commission. ***Normes de conservation et de destruction :*** Les documents sont détruits deux ans après la date d'expiration du mandat du commissaire. ***No. APC :*** 85-001 ***Enregistrement (SCT) :*** 003174 ***Numéro de fichier :*** CIR PPE 801

Système informatique de sécurité relatif à l'accès à la propriété – Toronto I
Description : Cette banque de données contient des renseignements sur l'utilisation, aux fins d'identification, de cartes d'accès individuels. ***Catégorie de personnes :*** Les employés de la région de Toronto I seulement. ***But :*** Le but de cette banque de données est de se munir d'un relevé des noms de ceux qui ont accès à la propriété de la Commission. ***Usages compatibles :*** Ces renseignements seraient utilisés dans l'éventualité d'une infraction. ***Normes de conservation et de destruction :*** Ces renseignements sont conservés pour une période de huit mois pour ensuite être supprimés. Dans le cas où des renseignements seraient utilisés à des fins administratives, ceux-ci seraient conservés pour une période de deux ans suivant la date de la dernière mesure administrative et seraient ensuite supprimés. ***Enregistrement (SCT) :*** 003177 ***Numéro de fichier :*** CIR PPE 804

Système informatique de sécurité relatif à l'accès à la propriété – Toronto II
Description : Cette banque de données contient des renseignements sur l'utilisation, aux fins d'identification, de cartes d'accès individuels. ***Catégorie de personnes :*** Les employés de la région de Toronto II seulement. ***But :*** Le but de cette banque de données est de se munir d'un relevé des noms de ceux qui ont accès à la propriété de la Commission. ***Usages compatibles :*** Ces renseignements seraient utilisés dans l'éventualité d'une infraction. ***Normes de conservation et de destruction :*** Ces renseignements sont conservés pour une période d'un an pour ensuite être supprimés. Dans le cas où des renseignements seraient utilisés à des fins administratives, ceux-ci seraient conservés pour une période de deux ans suivant la date de la dernière mesure administrative et seraient ensuite supprimés. ***Enregistrement (SCT) :*** 003178 ***Numéro de fichier :*** CIR PPE 805

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Commission d'appel des pensions
Chapitre 39

NOTE: Toute demande de renseignements concernant les dossiers individuels sur le personnel doit être adressée à : Relations de travail, Services des ressources humaines – PSR, Développement des ressources humaines, 20ième étage, Tour "B", Place Vanier, Vanier, Ontario K1A 0L1.

Commission de contrôle de l'énergie atomique
Chapitre 40

Fichiers particuliers

Dossiers sur l'exposition des spécialistes de la CCEA aux rayonnements
Ce fichier contient un relevé des doses de rayonnements auxquelles ont été soumis les spécialistes de la CCEA dans l'exécution de leurs fonctions. Le calcul cumulatif de ces doses est fait périodiquement. Ces dossiers sont conservés indéfiniment. ***Numéro de fichier :*** CEA PPE 802

Inspecteurs de la CCEA : dossier d'accréditation
En vertu du Règlement, les employés de la CCEA peuvent agir à titre d'inspecteurs. Les données personnelles des employés désignés comme inspecteurs demeurent dans le fichier personnel de ces employés, mais la correspondance qui a trait uniquement à leur nomination est conservée dans un fichier distinct. L'utilité première de ce fichier est de fournir un état à jour des nominations. Elle ne renferme que les noms et les secteurs pouvant faire l'objet de vérifications. ***Numéro de fichier :*** CEA PPE 803

Membres des comités consultatifs
La CCEA a établi deux comités consultatifs dont les membres viennent de l'industrie, du secteur universitaire et de certains autres milieux et qui font rapport au Président. Ce fichier contient de la correspondance ayant trait au recrutement des membres et peut comprendre les noms des employés actuels, ainsi que des détails sur leur emploi actuel et sur leur expérience. Les dossiers sont conservés pendant deux ans, après quoi ils sont envoyés aux Archives nationales. ***Numéro de fichier :*** CEA PPE 801

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés
Autorisations sécuritaires
Cartes d'identification et laissez-passer
Code régissant les conflits d'intérêts et l'après-mandat
Dossier personnel d'un employé
Dotation
Évaluation du rendement
Formation et perfectionnement
Griefs
Harcèlement
Langues officielles
Les accidents d'automobile, de bateau, d'embarcation et d'avion
Mesures disciplinaires
Présences et congés
Rémunération et avantages
Sécurité et santé au travail
Stationnement
Vérification de la fiabilité
Voyages et réinstallations

Commission de l'immigration et du statut de réfugié
Chapitre 41

Fichiers particuliers

Aide aux employés
Description : La Commission a conclu un protocole d'entente avec la Direction des services médicaux de Santé nationale et Bien-être social pour offrir des services d'aide à tous les employés et commissaires de la CISR. Il n'existe aucun fichier de renseignements sur le Programme d'aide aux employés (PAE) à la Commission. Le fichier PAE de Santé nationale et Bien-être social contient des renseignements administrés de façon confidentielle touchant la participation des

Commission canadienne des droits de la personne
Chapitre 36

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Primes d'encouragement

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Vérification de la fiabilité

Voyages et réinstallations

Commission canadienne du blé
Chapitre 37

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Dossier personnel d'un employé

Harcèlement

Présences et congés

Rémunération et avantages

Commission canadienne du lait
Chapitre 38

Fichiers particuliers

Dossier personnel des employés
Description : Ce fichier est placé sous la responsabilité du Bureau des ressources humaines. Il contient le sommaire des données concernant l'emploi de particuliers à la Commission canadienne du lait. Ces données comprennent des documents tels : lettres de nomination, évaluations du rendement au travail, assiduité au travail, registres de congé et de temps supplémentaire, lettres de recommandation, curriculum vitae, registre de formation, documents personnels et organisationnels divers. Le fichier contient le dossier de tous les employés dans les catégories suivantes : soutien administratif, administration et service extérieur, scientifique et professionnel, technique et gestion. Le fichier sert de source d'information en matière de planification des ressources humaines et de gestion du personnel. Les employés ont accès à leur dossier sur demande auprès du Bureau des ressources humaines. Les dossiers des anciens employés sont conservés à la Commission durant les deux années qui suivent la cessation d'emploi après quoi ils sont remis aux Archives nationales du Canada. ***Numéro de fichier :*** CCL PPE 801

de conservation et de destruction : les dossiers sont gardés deux ans après que la dette ait été payée. Si l'employé change de ministère avant que la dette ne soit payée, son dossier le suit; si l'employé change de ministère après que la dette ait été payée, le dossier est gardé au CLO pendant deux ans, puis détruit.
Enregistrement (SCT) : 002849 ***Numéro de fichier :*** CLO PPE 803

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Autorisations sécuritaires
Cartes d'identification et laissez-passer
Code régissant les conflits d'intérêts et l'après-mandat
Dossier personnel d'un employé
Dotation
Évaluation du rendement
Griefs
Harcèlement
Langues officielles
Mesures disciplinaires
Présences et congés
Primes d'encouragement
Programme d'équité en matière d'emploi
Sécurité et santé au travail
Stationnement
Vérification de la fiabilité
Voyages et réinstallations

Commission canadienne d'examen des exportations de biens culturels

Chapitre 34

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Autorisations sécuritaires
Cartes d'identification et laissez-passer
Dossier personnel d'un employé
Dotation
Évaluation du rendement
Formation et perfectionnement
Langues officielles
Présences et congés
Rémunération et avantages
Stationnement
Voyages et réinstallations

Commission canadienne des affaires polaires

Chapitre 35

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Autorisations sécuritaires
Cartes d'identification et laissez-passer
Dossier personnel d'un employé
Dotation
Évaluation du rendement
Formation et perfectionnement
Rémunération et avantages
Stationnement
Voyages et réinstallations

Commissariat aux langues officielles
Chapitre 33

Fichiers particuliers

Fonctionnaire excédentaire
Description : ce fichier contient des renseignements personnels sur les fonctionnaires excédentaires qui bénéficient d'une priorité de fonctionnaire excédentaire (priorité légale accordée par la C.F.P.). Les renseignements contenus sont : les études, les antécédents professionnels, le c.v., copie de tous les formulaires et de la correspondance administrative touchant le fonctionnaire en ce qui concerne sa situation, sa formation et sa préférence du lieu de travail. ***Catégorie de personnes :*** fonctionnaires déclarés excédentaires. ***But :*** ce dossier fournit aux agents du personnel la documentation qui facilitera le placement des fonctionnaires bénéficiant d'une priorité de dotation au sein de la fonction publique. ***Usages compatibles :*** avoir un dossier à jour du fonctionnaire et des actions prises pour lui trouver un nouveau poste. ***Normes de conservation et de destruction :*** deux ans après le départ du fonctionnaire. ***No. APC :*** 86-001 ***Enregistrement (SCT) :*** 002847 ***Numéro de fichier :*** CLO PPE 801

Fonds de pension
Description : ce fichier contient le certificat de naissance de l'employé, de l'époux(se) et de ses enfants; de l'information sur le statut marital; date où l'employé est devenu cotisant au fonds de pension; transfert réciproque; service accompagné d'options; calcul de pension; historique salarial; et désignation de bénéficiaire. ***Catégorie de personnes :*** employés actifs et retirés qui ont contribué au fonds de pension. ***But :*** pour avoir accès, dans un seul endroit, à tous détails de pension. ***Usages compatibles :*** ce fichier a pour but de déterminer l'admissibilité au paiement de cotisations, à calculer le total des cotisations qui sont dues en rapport avec les années de service antérieur; à calculer le crédit pour service donnant droit à la pension, et à calculer la pension payable tant pour le cotisant que pour le bénéficiaire. ***Normes de conservation et de destruction :*** détruit deux ans après que toutes les activités aient été complétées. ***Enregistrement (SCT) :*** 002848 ***Numéro de fichier :*** CLO PPE 802

Formation et perfectionnement
Description : ce fichier comprend des demandes de formation; le code d'identification de dossier personnel; les résultats des examens et certificats; les dossiers concernant le paiement des frais; et la correspondance connexe à la participation des employés à des cours de formation et de perfectionnement parrainés par le gouvernement ou par des organismes privés. Les renseignements touchant le besoin en perfectionnement pour chaque employé en vue d'améliorer son rendement se trouvent dans le fichier concernant les évaluations de rendement. ***Catégorie de personnes :*** employés de l'institution. ***But :*** ce fichier a pour but de fournir de la documentation pour l'administration des programmes de formation et de perfectionnement au sein des ministères et organismes fédéraux. ***Usages compatibles :*** approuver et inscrire la participation des employés à des cours de formation et de perfectionnement et confirmer les réalisations des employés. ***Normes de conservation et de destruction :*** les dossiers sont détruits cinq ans après la fin des cours de formation et de perfectionnement suivis par un employé. ***Enregistrement (SCT) :*** 001265 ***Numéro de fichier :*** CLO PPE 805

Rémunération et avantages
Description : ce fichier contient les certifications nécessaires pour la rémunération, les indemnités et les déductions et présente des renseignements au sujet du traitement et des avantages pour chaque employé y compris le numéro d'assurance sociale, ainsi que la correspondance connexe à l'administration de la paye et des avantages. ***Catégorie de personnes :*** employés de l'institution. ***But :*** ce fichier contient de la documentation sur l'administration de la rémunération et des avantages au sein des ministères et organismes fédéraux. Il sert également à approuver le paiement des traitements et des indemnités ainsi que les retenues. Le numéro d'assurance sociale est utilisé à des fins d'identification et afin d'assurer que l'administration de la paye et des avantages soit uniforme. L'utilisation du numéro d'assurance sociale est nécessaire pour ce fichier; toutefois, il peut y avoir des cas d'exception lorsqu'il y a des circonstances spéciales. ***Usages compatibles :*** permettre la vérification et la conciliation des comptes relatifs à la paye (par exemple, la rémunération et l'admissibilité des employés) et étayer le recouvrement des trop-payés et des dettes envers la Couronne. ***Normes de conservation et de destruction :*** les dossiers sont détruits deux ans après la fin de l'exercice financier lorsqu'il s'agit de documents généraux relatifs à la paye et aux déductions et pour la correspondance connexe, sauf dans les cas de règlement des questions de paiement excédentaire ou de perception des dettes dues à la Couronne. Dans ces cas, les dossiers sont conservés jusqu'à ce que les questions de paiement excédentaire soient réglées ou que la dette soit recouvrée. ***Enregistrement (SCT) :*** 002850 ***Numéro de fichier :*** CLO PPE 804

Saisie-arrêt
Description : ce fichier contient de la documentation concernant les fonds relatifs à la saisie-arrêt quant à l'administration de la paye et des avantages au Commissariat. ***Catégorie de personnes :*** employés du Commissariat au sujet desquels des mesures de saisie-arrêt et de distraction de fonds ont été prises. ***But :*** ce fichier permet, conformément à la Loi sur la saisie-arrêt et la distraction, de procéder à la distraction des fonds. ***Usages compatibles :*** ce fichier sert également à approuver les retenues de salaire. ***Normes***

concernent, les intéressés doivent se conformer aux exigences formulées dans la demande d'accès à des renseignements personnels, indiquant leur nom au complet et leur numéro matricule. Les personnes qui veulent obtenir des renseignements particuliers devraient pouvoir identifier les documents visés afin de faciliter l'acheminement de leur demande. ***Catégorie de personnes :*** Les membres de la GRC qui ont été l'objet de procédures de renvoi ou de rétrogradation et dont le cas a été soumis au Comité d'examen de la GRC. ***But :*** Ces renseignements sont utilisés par le Comité d'examen de la GRC en rapport avec le traitement des cas de renvoi ou de rétrogradation qui sont soumis au Comité en vertu de la Loi sur la GRC. ***Usages compatibles :*** Les renseignements peuvent être utilisés à des fins de recherche, de planification, d'évaluation, et de statistiques. Ils peuvent également être utilisés pour la communication des précédents, et pour la préparation des rapports en vertu de la Loi sur la GRC. ***Enregistrement (SCT) :*** 002874 ***Numéro de fichier :*** CEG PPE 801

Renvois relatifs aux griefs des membres de la GRC
Description : Ce fichier renferme les renseignements, les commentaires, les recommandations et les décisions relatives aux griefs qui ont été soumis par les membres de la GRC et acheminés au Comité externe d'examen de la GRC. En plus des renseignements qui figurent sur la formule de demande d'accès à des renseignements personnels, les intéressés doivent fournir leur nom au complet et leur numéro matricule. Les personnes qui veulent obtenir des renseignements particuliers devraient indiquer les documents visés afin de faciliter l'acheminement de leur demande. ***Catégorie de personnes :*** Les membres de la GRC dont le grief a été acheminé au Comité externe d'examen de la GRC. ***But :*** Les renseignements sont utilisés par le Comité externe d'examen de la GRC dans le traitement des griefs soumis au Comité en vertu de la Loi sur la GRC. ***Usages compatibles :*** Les renseignements peuvent être utilisés à des fins de recherche, de planification, d'évaluation, et de statistiques. Ils peuvent également être utilisés pour la communication des précédents, et pour la préparation des rapports selon la Loi sur la GRC. ***Enregistrement (SCT) :*** 002875 ***Numéro de fichier :*** CEG PPE 802

Renvois relatifs aux mesures disciplinaires prises envers les membres de la GRC
Description : Ce fichier renferme des renseignements sur les mesures disciplinaires graves prises envers les membres de la GRC et dont le cas a été acheminé au Comité externe d'examen de la GRC en vertu de la Loi sur la GRC. Les dossiers peuvent inclure des rapports sur les avertissements, les réprimandes, les délibérations du comité d'arbitrage, les appels, les comités et les communications pertinentes; comprend également de la documentation sur les suspensions, les décisions infirmées, les décisions de la cour, les communications relatives aux allégations d'inconduite, et de la documentation provenant du congédiement obligatoire à la suite de l'inconduite et des infractions criminelles, y compris les comités, les audiences et les décisions. En plus des renseignements qui figurent sur la formule de demande d'accès à des renseignements personnels, les intéressés doivent fournir leur nom au complet et leur numéro matricule. Les personnes qui veulent obtenir des renseignements particuliers doivent indiquer de quels documents il s'agit afin de faciliter l'acheminement de leur demande. ***Catégorie de personnes :*** Les membres de la GRC qui ont fait l'objet de mesures disciplinaires graves et dont le cas a été soumis au Comité externe d'examen de la GRC. ***But :*** Les renseignements sont utilisés par le Comité externe d'examen de la GRC pour traiter les cas de mesures disciplinaires graves acheminés au Comité en vertu de la Loi sur la GRC. ***Usages compatibles :*** Les renseignements peuvent être utilisés à des fins de recherche, de planification, d'évaluation, et de statistiques. Ils peuvent également être utilisés pour la communication des précédents, et pour la préparation des rapports selon la Loi sur la GRC. ***Enregistrement (SCT) :*** 002876 ***Numéro de fichier :*** CEG PPE 803

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Les accidents d'automobile, de bateau, d'embarcation et d'avion

Mesures disciplinaires

Présences et congés

Primes d'encouragement

Programme d'équité en matière d'emploi

Rémunération et avantages

Stationnement

Voyages et réinstallations

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Vérification de la fiabilité

Voyages et réinstallations

Comité de surveillance des activités de renseignement de sécurité

Chapitre 31

Fichiers particuliers

Contrats de services personnels

Description : ce fichier contient des renseignements sur les personnes qui ont signé des contrats de services personnels avec le Comité. Le fichier peut renfermer des renseignements sur la compétence et l'expérience de travail de l'entrepreneur, des lettres de référence et des détails au sujet du contrat. ***Catégorie de personnes :*** personnes qui ont actuellement, ou qui ont déjà eu, un contrat de services personnels avec le Comité de surveillance des activités de renseignements de sécurité. ***But :*** le but de ce fichier est de conserver les soumissions acceptées pour des contrats. ***Usages compatibles :*** les renseignements peuvent servir à déterminer les conditions de paiement, la prolongation ou le renouvellement des contrats, et d'autres questions relatives aux contrats. ***Normes de conservation et de destruction :*** les fichiers sont conservés depuis la création du Comité en 1984. ***Enregistrement (SCT) :*** 003017 ***Numéro de fichier :*** CSA PPE 803

Dossiers personnels des employés affectant la paie et les avantages sociaux

Ce fichier renferme des renseignements personnels sur les employés actuels ou anciens du Comité de surveillance des activités de renseignement de sécurité portant, par exemple, sur les évaluations du rendement, les curriculum vitae, les descriptions de tâches et aussi la correspondance connexe à l'administration de la paye et des avantages sociaux. Les renseignements servent à la prise de décisions touchant la dotation, les promotions, les mutations ou la continuation du service, ainsi qu'à fournir la documentation nécessaire à l'administration de la paye et des avantages sociaux des employés du Comité. Ils peuvent également servir aux fins de recherche, de planification, d'évaluation ou d'analyse statistique, ou à l'administration de la paye et des avantages sociaux des employés du Comité. ***Numéro de fichier :*** CSA PPE 801

Comité externe d'examen de la GRC

Chapitre 32

Fichiers particuliers

Renvois relatifs à la rétrogradation et au renvoi des membres de la GRC

Description : Ce fichier contient des renseignements sur la rétrogradation et le renvoi des membres de la GRC, lorsque le dossier a été soumis au Comité externe d'examen de la Gendarmerie royale du Canada. Le fichier «Renvois relatifs à la discipline des membres de la GRC» peut contenir de la documentation sur les renvois obligatoires en raison d'inconduite ou d'offense criminelle. Pour avoir accès aux dossiers qui les

postes de CIC, sur les employés et les employées, sur les mesures ou l es ajustements en matière de dotation ainsi que la formation et le perfectionnement des employés et les employées. Les données sur les postes comprennent et le numéro du poste, le titre, le groupe et le niveau, l'indicateur d'exclus ion, les exigences linguistiques, l'unité de travail et le lien hiérarchique (le numéro et le titre du poste du surveillant). Les données sur les employés et employées englobent la date de début dans la fonction publique, la date de naissance, l'adresse et le numéro de téléphone au domicile de l'employé ou de l'employée, le type d'emploi (plein temps, temps partiel, etc.), le titre et le numéro du poste, le lieu et le numéro de téléphone au travail, la capacit é linguistique, les antécédents professionnels, les aspirations de carrière, la mobilité, historique sur la formation et le perfectionnement (y compris la formation et évaluation du rendement (ainsi qu'une date de rappel de la proch aine évaluation). Le système tient aussi compte des dates de début et de fin des situations intérimaires, des détachements et des affectations qui comprennent un système actif de rappel. Le module sur les mesures et les ajustements en matière de dotation fait le suivi des domaines qui, de l'avis du gestionnaire, exigeront un suivi quelconque pour s'assurer que les exigences opérationnelles sont satisfaites; ceci comprend les postes qui deviendront vacants suit e aux congés d'invalidité de longue durée, à des congés de maternité, à des congés de soins et éducation d'enfants d'âge préscolaire, à des vacances prolongées et suite à toute autre situation qui nécessite un suivi. La module sur l a formation et le perfectionnement note les cours disponibles, maintient une liste des employés et employées identifiés pour chaque cours suite au processus d'évaluation, en plus de la situation de la formation (proposée, approuvée, suivie). ***Catégorie de personnes :*** Dossiers et données sur tous les employés et employées actuels de CIC, soit indéterminés, termes plus de six mois, termes moins de six mois, plein temps et temps partiels. ***But :*** Les données ont été recueillies pour aider les gestionnaires à dresser leur plan des ressources humaines. ***Usages compatibles :*** Les données servent d'appoint aux fonctions du personnel telles que la planification et le développement des ressources humaines, les évaluations du rendement, la formation, la réinstallation, l'équité en matière d'emploi; et servent aussi à la production de rapports de gestion (par exemple, sur les langues officielles, l'équité en matière d'emploi, les prévisions d'offre et de la demande de main-d'oeuvre, la formation prévue et achevée, un aperçu de l'âge et du nombre d'années de service de l'employé ou projections de retraites possibles de l'employé. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant une minimum de deux ans. ***Enregistrement (SCT) :*** 003331 ***Numéro de fichier :*** CIC PPE 812

Sécurité et santé au travail

Description : Ce fichier comprend des rapports d'enquête sur des accidents et sur des lésions ou des maladies professionnelles et la correspondance connexe, ainsi que des copies du Rapport d'enquête sur les accidents que doit rempli r le superviseur; ces documents sont conservés par les organismes ou ministères du centre de responsabilité approprié. Conformément à la politique de Conseil du Trésor, le ministère ou organisme conserve également des dossiers sur l es premiers soins administrés. Travail Canada conserve des dossiers, concernant les employés, y compris des dossiers médicaux; les demandes d'indemnisation et la correspondance connexe; et des dossiers touchant les sommes déboursées . La direction des services médicaux de Santé Canada conserve, sous le sceau de la confidentialité médicale, les dossiers d'examen de santé, et tous les renseignements médicaux personnels. Sondage sur l'environne ment et sur la condition physique et du monde de vie sont aussi sous le contrôle de cette institution. Pour les renseignements au sujet des accidents de véhicule voir le fichier ordinaire #908. ***Catégorie de personnes :*** Employés de l'institution. ***But :*** Ce fichier a pour but de fournir de la documentation nécessaire à l'administration des programmes de sécurité et de santé au travail au sein des ministères et organismes gouvernementaux, notamment la prévention des acciden ts, la protection de la santé et les autorisations de congés et d'indemnités touchant les lésions et les maladies professionnelles. Il vise à consigner tous les détails se rapportant à la sécurité et à la santé au travail ainsi que les causes d'accidents et de lésions, afin de prévenir les accidents, d'assurer la protection de la santé, et de permettre l'administration efficace de chaque programme de sécurité et d'hygiène au sein des organismes et ministères. ***Usages compatibles :*** Étayer les décisions connexes aux compensations destinées aux travailleurs aux congés d'accident du travail; servir de moyen permettant de prévenir les lésions, les maladies et les incapacités subséquentes qui découlent des c onditions de travail ou qui sont aggravées par celles-ci; assurer que des individus sujets à certains risques professionnels déterminés soient en mesure de continuer à travailler sans préjudice pour leur santé, leur sécurité ou cell e des autre; et établir des conditions qui permettront à certains individus qui souffrent de maladies ou d'incapacités de continuer à travailler dans des conditions contrôlées. ***Normes de conservation et de destruction :*** Les dossiers se rapportant aux premiers soins doivent être conservés pendant une période de cinq ans; les rapports d'enquête sur les maladies ou les lésions professionnelles et les accidents incluant le rapport d'enquête du superviseur sur les accidents et la correspondance s'y rattachant, doivent être conservés pendant deux ans et, pendant dix ans, pour les rapports spécifiés. Quant aux dossiers conservés par Travail Canada et par Santé Canada, ils doivent être conservés pour les périodes mentionnées dans la description des fichiers pertinents. ***Renvoi au dossier # :*** NHW PCE 701 ***Enregistrement (SCT) :*** 003330 ***Numéro de fichier :*** CIC PPE 811

correspondance concernant les déplacements, les réinstallations ou les affectations à l'étranger des employés. ***Catégorie de personnes :*** Employés du CRDI ***But :*** Ce fichier a pour but d'emmagasiner des renseignements concernant les voyages, les réinstallations et les affectations à l'étranger des employés du CRDI. ***Usages compatibles :*** Approuver les questions de voyage et de réinstallations ainsi que les affectations à l'étranger, les avances et les demandes de remboursement. ***Normes de conservation et de destruction :*** Les dossiers sont détruits six ans après l'exercice financier durant lequel il y a eu règlement des frais de voyage ou de réinstallation. ***Enregistrement (SCT) :*** 002845 ***Numéro de fichier :*** RDI PPE 805

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Autorisations sécuritaires

Citoyenneté et Immigration

Chapitre 30

Fichiers particuliers

Étude et planification des carrières

Description : Ce fichier peut renfermer les documents suivants : au moins deux évaluations récentes, les imprimés relatifs à la planification de carrière, un résumé du Système d'information sur les ressources de gestion et un curric ulum vitae. ***Catégorie de personnes :*** Les données portent sur les employés de Citoyenneté et Immigration Canada. ***But :*** Ces renseignements seront utilisés dans le cadre du processus de l'étude et de la planification des carrières par les membres des comités s'attardant à ces questions de même que par les gestionnaires pour ce qui est des af fectations ou des détachements. Les membres de ces comités ont accès aux renseignements contenus dans le présent fichier, par l'entremise de l'agent de la planification des ressources humaines, ou par le Chef, Planification des ress ources humaines et par l'intermédiaire des unités administratives appropriées. ***Usages compatibles :*** On peut utiliser ces renseignements afin de faire l'inventaire des candidats disponibles lors d'un processus de dotation et de relever le nom des candidats qui désirent obtenir des postes précis lorsque ces derniers deviennen t vacants. On peut également utiliser ces renseignements pour établir les priorités et pour autoriser la formation et le développement nécessaires pour répondre aux besoins identifiés dans la planification des ressources humaines et pour les prévisions des analyses statistiques et pour les vérifications internes. Ils peuvent également être divulgués aux compagnies de recherche du secteur privé à des fins statistiques, de recherche, de planification et d'évalua tion. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant cinq ans lorsqu'ils portent sur les chefs de section. ***Communiquer avec :*** Chef, Enrichissement et Mobilité de carrière, Services du personnel, Citoyenneté et Immigration Canada, L'Edifice Treble, 6 ième étage, Ottawa (Ontario), K1A 1L1. ***Enregistrement (SCT) :*** 002006 ***Numéro de fichier :*** CIC PPE 802

Programme d'aide aux employés

Description : Ce fichier contient des renseignements concernant un service-conseil volontaire et confidentiel offert aux employés de Citoyenneté Canada. L'employé ayant besoin de conseils doit se mettre en contact avec le consultant dont les services ont été retenus aux fins du Programme d'aide aux employés (PAE). Les documents concernant la consultation sont retenus par le consultant et ne sont pas remis à Citoyennet Canada afin de sauvegarder le caractère confidentiel de programme. ***Catégorie de personnes :*** Les employés de Citoyenneté Canada ***But :*** L'information est utilisée par le consultant pour : a) emmagasiner les renseignements nécessaires à l'administration du PAE; b) déterminer si les employés ont besoin de conseils, de mise en rapport avec des professionnels de la santé et de participation aux programmes de réadaptation; c) assurer la suite des services rendus aux employés. ***Usages compatibles :*** Étayer les décisions ayant trait aux mesures en matière d'aide aux employés; entreprendre une évaluation systématique du PAE et fournit des statistiques à Travail Canada d'une façon telle que la confidentialité des individus qui ont demandés le service est assurée. ***Normes de conservation et de destruction :*** Les documents concernant les séances de consultation sont gardées par le consultant pour une période de deux ans après la dernière séance. Après cette période, le consultant détruit les documents d'une façon telle que la confidentialité est assurée. A la fin du contrat, les documents contenant des renseignement personnels par rapport aux employés de Travail Canada seront transférés au nouveau donneur d'aide aux employés ou à un autre professionnel désigné, avec le consentement écrit de l'employé. ***Enregistrement (SCT) :*** 003324 ***Numéro de fichier :*** CIC PPE 801

Programme informatisé sur la planification des ressources humaines

Description : Ce fichier informatisé a été conçu par les gestionnaires pour les aider à élaborer leur plan des ressources humaines. Il contient des donnés sur les

Centre et maintenir un registre des antécédents personnels, documents d'engagement, promotions, congés, fonds de pension, cessation d'emploi, et autres. ***Normes de conservation et de destruction :*** Les dossiers sont conservés par le Centre de recherches pour le développement international pendant tout le temps où l'employé est à son emploi ainsi que pendant une année par la suite, puis ils sont remis aux Archives nationales. Les renseignements sont détruits lorsque la personne atteint l'âge de 70 ans, ou deux ans après son décès, dans la mesure où deux années se sont écoulées depuis la dernière mesure administrative prise à l'égard des renseignements la concernant. Si l'archiviste national estime qu'ils présentent un intérêt historique ou ont une valeur archivistique, ces dossiers sont conservés de façon permanente par les Archives nationales du Canada. Les renseignements relatifs aux appréciations du rendement, appels, griefs, conflits d'intérêts, au harcèlement, aux cartes d'identité et laissez-passer, à la formation et aux demandes d'emploi sont conservés par le Centre de recherches pour le développement international pendant une période de cinq ans après la cessation d'emploi, puis ils sont détruits. ***No. APC :*** 86-001 ***Enregistrement (SCT) :*** 001152 ***Numéro de fichier :*** RDI PPE 801

Dossiers médicaux
Description : Ce fichier renferme les antécédents médicaux des employés du Centre de recherches pour le développement international et des membres de la famille du personnel du Centre affecté à l'étranger. Il contient des documents sur les examens avant l'affectation, les antécédents médicaux, des rapports d'examens physiques, des résultats de tests biochimiques, des radiographies et des cardiogrammes. Les dossiers sont généralement classés par nom en ordre alphabétique. ***Catégorie de personnes :*** Employés, actuels et anciens, du Centre. ***But :*** Ce fichier a pour but de consigner des renseignements pour établir un dossier médical de chaque employé, actuel ou ancien, du Centre. ***Usages compatibles :*** Maintenir les antécédents médicaux de chaque employé; conserver un dossier d'examens périodiques et annuels de tout employé qui voyage à l'étranger; et garder à jour le carnet médical des employés qui voyagent à l'étranger. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant dix ans après la cessation d'emploi ou la dernière mesure administrative, après quoi ils sont détruits. ***No. APC :*** 83-002 ***Enregistrement (SCT) :*** 001154 ***Numéro de fichier :*** RDI PPE 803

Langues officielles
Description : Ce fichier contient les inscriptions aux cours et des renseignements relatifs aux présences; des demandes de formation linguistique comprenant des données personnelles de base utilisées à des fins d'identification; les résultats des examens de connaissance linguistique; les certificats de formation et la correspondance concernant les qualifications de l'employé en matière de langues officielles. Les examens linguistiques, les dossiers concernant la formation et les exemptions sont joints au dossier personnel de l'employé. On trouve également des données semblables dans les fichiers particuliers de la Commission de la Fonction publique et du Secrétariat du Conseil du Trésor. ***Catégorie de personnes :*** Employés du CRDI. ***But :*** Ce fichier a pour but de fournir de la documentation nécessaire à l'administration des politiques en matière de langues officielles relatives aux employés du CRDI. Il vise à justifier et à étayer les décisions touchant les qualifications en matière de langues officielles et les épreuves linguistiques, ainsi qu'à justifier le besoin en formation linguistique et à confirmer les réalisations des employés. ***Usages compatibles :*** L'administration des programmes relatifs aux langues officielles au CRDI. ***Normes de conservation et de destruction :*** Les dossiers sont détruits deux ans après la date de la dernière justification. ***Enregistrement (SCT) :*** 002846 ***Numéro de fichier :*** RDI PPE 806

Répertoire des ressources humaines
Description : Ce fichier renferme un répertoire de candidats à un emploi au Centre de recherches pour le développement international. Il contient des demandes d'emploi, des renseignements personnels, les aptitudes déclarées et les emplois antérieurs, les résultats d'entrevues et la correspondance échangée. Il sert à déterminer les candidats aux fins de recrutement. Les dossiers sont généralement classés par nom en ordre alphabétique. ***Catégorie de personnes :*** Toutes les personnes qui font une demande d'emploi au Centre. ***But :*** Ce fichier a pour but de consigner des renseignements qui fournissent un répertoire de candidats à un emploi au Centre. ***Usages compatibles :*** Déterminer les candidats aux fins de recrutement et établir une liste de candidats par catégorie d'emploi. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant une période de six mois à compter de la date de réception de la demande d'emploi. ***No. APC :*** 86-001 ***Enregistrement (SCT) :*** 001153 ***Numéro de fichier :*** RDI PPE 802

Stationnement
Description : Ce fichier contient les demandes de permis et la correspondance concernant le stationnement de véhicules à moteur dans les lieux qui sont loués par le CRDI ou qui lui appartiennent. Le registre des déboursés en frais de stationnement est inclus dans le dossier du personnel sur chaque employé. ***Catégorie de personnes :*** Employés du CRDI ***But :*** Ce fichier a pour but d'emmagasiner des renseignements concernant l'administration des privilèges accordés en matière de stationnement. ***Usages compatibles :*** Émettre les permis de stationnement. ***Normes de conservation et de destruction :*** Les dossiers sont détruits deux ans après l'expiration du permis. ***Enregistrement (SCT) :*** 002844 ***Numéro de fichier :*** RDI PPE 804

Voyages et réinstallations
Description : Ce fichier renferme les autorisations, les avances, les demandes de remboursement, les reçus, les préparatifs de voyage, les itinéraires et la

Centre canadien de gestion
Chapitre 28

Fichiers centraux

Système d'identification des contacts ministériels
Description : Ce fichier peut contenir des renseignements de base sur les contacts financiers et les coordonnateurs ministériels de formation avec qui le Centre canadien de gestion communique dans le cadre de la livraison de ses activités d'apprentissage. ***Catégorie de personnes :*** Contacts financiers et coordonnateurs ministériels de formation. ***But :*** Ce fichier existe en vue d'établir et de tenir des dossiers sur les contacts financiers et coordonnateurs ministériels de formation afin de leur acheminer les informations relatives à la participation des employés de leurs ministères aux activités offertes par le Centre ainsi que pour produire les données de facturation. ***Usages compatibles :*** Le fichier sert à fournir les renseignements nécessaires pour communiquer par courrier, par téléphone ou par télécopieur avec les contacts financiers et coordonnateurs ministériels de formation. ***Normes de conservation et de destruction :*** Les dossiers sont conservés aussi longtemps que les données sont valides. ***Enregistrement (SCT) :*** 003327 ***Numéro de fichier :*** CCG PCD 703

Fichiers particuliers

Base de données "EXPERTS"
Description : Cette base de données est conçue en vue de rendre facile l'accès aux renseignements sur les domaines de compétence des membres du CCG. ***Catégorie de personnes :*** Tout le personnel au CCG. ***But :*** La base de données peut être utilisée pour identifier les domaines de compétence et les relier au nom des membres du personnel du CCG; et pour fournir une série de mots-clés normalisés pour les domaines de connaissance et de compétence. ***Usages compatibles :*** Le fichier aide à l'établissement de réseaux d'apprentissage et d'équipes chargées de projets; et contribue à l'atteinte de l'objectif qui consiste à promouvoir le CCG en tant qu'organisme d'apprentissage. ***Normes de conservation et de destruction :*** La base de données est mise à jour annuellement et les informations concernant une personne en particulier sont détruites lorsque celle-ci quitte le Centre. ***Enregistrement (SCT) :*** 003323 ***Numéro de fichier :*** CCG PPE 801

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Langues officielles

Primes d'encouragement

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Centre de recherches pour le développement international
Chapitre 29

Fichiers particuliers

Dossiers du personnel
Description : Ce fichier sert à tenir à jour les données personnelles sur les employés du Centre de recherches pour le développement international. Il contient des données portant sur les aspects suivants : récompenses et distinctions, renvois, mises en disponibilité, démissions, retraites, promotions et rétrogradations, assiduité, classification, rémunération, pensions de retraite, assurance, avantages sociaux, transferts et affectations, résultats de tests d'exemption de formation linguistique, contrats de travail, appréciations du rendement, appels, griefs, conflits d'intérêt, mesures disciplinaires, certificats et diplômes, harcèlement, cartes d'identité et laissez-passer, formation et demande d'emploi. ***Catégorie de personnes :*** Employés du Centre. ***But :*** Ce fichier a pour but de consigner des renseignements pour maintenir un registre cumulatif de l'emploi d'un individu au Centre aux fins de faciliter la gestion du personnel. ***Usages compatibles :*** Conserver un dossier personnel à jour de chaque employé du

Canada-Nouvelle-Écosse des hydrocarbures extracotiers

Chapitre 26

Fichiers particuliers

Dossiers personnels des employés

Description : Ce fichier contient des renseignements sur les employés et anciens employés de l'Office. Ces renseignements portent sur l'emploi de ces personnes à l'Office et peuvent comprendre leur âge, leur sexe, leur nationalité, leur adresse à domicile, leur numéro de téléphone, leur scolarité, leurs antécédents professionnels, leurs références, leurs évaluations de rendement, leurs nominations, leurs mutations, leurs promotions et leurs rétrogradations, leurs périodes d'emploi, leurs relevés de présence, d'absence et d'heures supplémentaires, les cours de formation et de perfectionnement qu'elles ont suivis, leur salaire, leur pension, leur assurance (y compris les noms des bénéficiaires de celle-ci), les mesures disciplinaires prises contre elles et tout renseignement de cette nature ayant trait à l'emploi. Le fichier contient les dossiers de tous les employés de l'Office. Ceux des anciens employés sont versés dans un fichier inactif lors de la cessation d'emploi. Les employés actuels et anciens peuvent consulter leur dossier en en faisant la demande au gestionnaire, Administration, Retombées industrielles et Affaires juridiques. ***Catégorie de personnes :*** Employés actuels et anciens de l'Office. ***But :*** Fournir un dossier sur l'emploi des membres actuels et des anciens membres du personnel au sein de l'Office. ***Usages compatibles :*** Ces renseignements peuvent être utilisés aux fins de référence d'emploi ou d'assurance groupe. ***Normes de conservation et de destruction :*** Les dossiers des employés antérieurs sont versés à un fichier inactif lors de la cessation d'emploi. Ils sont détruits lorsque les intéressés atteignent 70 ans, ou deux ans après leur mort, à la condition que deux ans se soient écoulés depuis la dernière mesure administrative concernant les dossiers en question. ***Enregistrement (SCT) :*** 003314 ***Numéro de fichier :*** NEH PPE 805

Centre canadien d'hygiène et de sécurité au travail

Chapitre 27

Fichiers particuliers

Conflits d'intérêt

Description : Ce fichier contient des divulgations volontaires faites par les employés concernant des situations potentielles de conflit d'intérêt, des rapports d'enquête, ainsi que la correspondance concernant les conflits d'intérêt potentiels et réels entre les fonctions officielles des employés et leurs intérêts privés ou leurs possessions. ***Catégorie de personnes :*** Employés du Centre. ***But :*** Ce fichier contient des renseignements concernant des situations de conflit d'intérêt potentiel ou réel pour les employés des ministères et organismes fédéraux. Il sert à consigner les conflits d'intérêt potentiels et à résoudre les situations réelles de conflit d'intérêt. ***Usages compatibles :*** Étayer les décisions touchant les mutations, les mesures disciplinaires et la fin de l'emploi. ***Normes de conservation et de destruction :*** Les dossiers sont détruits deux ans après que la situation reliée à un conflit d'intérêt potentiel est réglée ou que l'on a résolu le cas où il y avait effectivement conflit. ***No. APC :*** 85-002 ***Enregistrement (SCT) :*** 000992 ***Numéro de fichier :*** HST PPE 801

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Cartes d'identification et laissez-passer

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Les accidents d'automobile, de bateau, d'embarcation et d'avion

Mesures disciplinaires

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Voyages et réinstallations

des ministères et organismes fédéraux. Il sert à consigner les conflits d'intérêt potentiels et à résoudre les situations réelles de conflit d'intérêt. ***Usages compatibles :*** Étayer les décisions touchant les mutations, les mesures disciplinaires et la fin d'emploi. ***Normes de conservation et de destruction :*** Les dossiers sont détruits deux ans après que la situation reliée à un conflit d'intérêt potentiel est réglée ou que l'on a résolu le cas où il y avait effectivement conflit. ***No. APC :*** 85-001 ***Enregistrement (SCT) :*** 001605 ***Numéro de fichier :*** BVG PPE 801

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Les accidents d'automobile, de bateau, d'embarcation et d'avion

Mesures disciplinaires

Présences et congés

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Bureau fédéral de développement régional (Québec)

Chapitre 25

Fichiers particuliers

Affectation interministérielles

Description : Ce fichier renferme des renseignements sur des employés en affectation temporaire dans d'autres ministères tels leur nom, leur curriculum vitae, le protocole d'entente de l'affectation, l'autorisation écrite des ententes. ***Catégorie de personnes :*** Employés du BFDR(Q) et de différents ministères présentement en affectation temporaire. ***But :*** Pour s'assurer que les points énumérés dans le protocole d'entente de l'affectation soient respectés. ***Normes de conservation et de destruction :*** L'information est conservée pendant trois ans après la fin de l'entente. ***Enregistrement (SCT) :*** 003223 ***Numéro de fichier :*** FDQ PPE 805

Demande de dossier pour mutation

Description : Le fichier central d'information renferme les demandes de mutation des employés du BFDR(Q) ainsi que des autres ministères. Ces dossiers peuvent contenir des curriculum vitae incluant l'âge, le sexe, le niveau d'éducation et le numéro d'assurance sociale et aussi des examens du rendement et l'évaluation de l'employé. ***Catégorie de personnes :*** Employés du BFDR(Q) et des autres ministères. ***But :*** Le fichier central fournit une banque d'information qui sert à doter des postes dans un institution gouvernementale. ***Normes de conservation et de destruction :*** Les documents sont conservés pendant deux ans et sont ensuite détruits. ***Enregistrement (SCT) :*** 003224 ***Numéro de fichier :*** FDQ PPE 810

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Bureau du Directeur général des élections
Chapitre 22

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Primes d'encouragement

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Vérification de la fiabilité

Voyages et réinstallations

Bureau du surintendant des institutions financières Canada
Chapitre 23

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Langues officielles

Mesures disciplinaires

Présences et congés

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Bureau du Vérificateur général du Canada
Chapitre 24

Fichiers particuliers

Conflits d'intérêt

Description : Ce fichier contient des divulgations volontaires faites par les employés concernant des situations potentielles de conflit d'intérêt, des rapports d'enquête, ainsi que la correspondance concernant les conflits d'intérêt potentiels et réels entre les fonctions officielles des employés et leurs intérêts privés ou les valeurs immobilières qu'ils possèdent. ***Catégorie de personnes :*** Employés du Bureau. ***But :*** Ce fichier contient des renseignements concernant des situations de conflit d'intérêt potentiel ou réel pour les employés

Griefs
Harcèlement
Langues officielles
Mesures disciplinaires
Présences et congés
Primes d'encouragement
Programme d'équité en matière d'emploi
Rémunération et avantages
Sécurité et santé au travail
Stationnement
Vérification de la fiabilité
Voyages et réinstallations

Bureau du Conseil privé
Chapitre 21

Fichiers particuliers

Enquêtes relatives à l'habilitation au secret
Description : Ce fichier contient les dossiers relatifs à l'habilitation au secret des titulaires de postes, des candidats à de tels postes, ainsi que du personnel provenant des agences de placement ou engagé à forfait, employés au sein du Cabinet du Premier Ministre, du Bureau du Conseil privé, de divers groupes de travail et commissions royales d'enquêtes, du Cabinet du président du Conseil privé de la Reine pour le Canada, des cabinets des leaders du gouvernement à la Chambre des communes et au Sénat, du Secrétariat des conférences intergouvernementales canadiennes et du Comité de surveillance des activités de renseignements de sécurité. Ce fichier contient également les dossiers relatifs à l'habilitation au secret ou à l'évaluation de sécurité de certaines personnes nommées par décret ou susceptibles à l'être. Ces dossiers renferment des formulaires de renseignements personnels, des empreintes digitales, des casiers judiciaires, des fiches de séances d'information sur la sécurité, un résumé des enquêtes sur place du Service canadien du renseignement de sécurité (SCRS) et de la correspondance relative à l'habilitation au secret et à la délivrance de cartes d'identité. ***But :*** Ce fichier permet de conserver des renseignements permettant de déterminer la cote de sécurité d'un employé, de confirmer auprès d'autres ministères du gouvernement les renseignements relatifs aux cotes de sécurité, et de fournir des évaluations de sécurité sur certaines personnes nommées par décret ou susceptibles de l'être. Les dossiers sont détruits deux ans après la cessation d'emploi, sauf dans les cas où la cote est toujours valide. Dans ces derniers cas, les dossiers sont détruits à la date d'expiration de la cote. ***No. APC :*** 86-001 ***Renvoi au dossier # :*** PCO ADM 918 ***Enregistrement (SCT) :*** 002546 ***Numéro de fichier :*** BCP PPE 801

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion
Aide aux employés
Code régissant les conflits d'intérêts et l'après-mandat
Dossier personnel d'un employé
Dotation
Évaluation du rendement
Formation et perfectionnement
Griefs
Langues officielles
Mesures disciplinaires
Présences et congés
Primes d'encouragement
Programme d'équité en matière d'emploi
Rémunération et avantages
Sécurité et santé au travail
Stationnement
Voyages et réinstallations

Bibliothèque nationale du Canada
Chapitre 18

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Les fichiers concernant les employés de la Bibliothèque nationale sont les mêmes que ceux des Archives nationales du Canada (Chapitre 15).

Bureau de l'Inspecteur général du Service canadien du renseignement de sécurité
Chapitre 19

Les renseignements sur les employés du Bureau de l'Inspecteur général du Service canadien du renseignement de sécurité sont détenus par le ministère du Solliciteur général du Canada.

Bureau de la sécurité des transports Canada
Chapitre 20

Fichiers particuliers

Profils des employés
Description : Ce fichier contient une photographie de la personne de même que des renseignements tels que son titre de poste, la direction et la division dont elle relève, son lieu de travail, son groupe professionnel et son niveau de classification; il contient également des données personnelles comme le niveau de scolarité, ses accréditations professionnelles, son expérience de travail, sa première langue officielle et les langues étrangères qu'elle maîtrise. Cette information est tirée du curriculum vitae de la personne en question et correspond à l'information fournie. Un profil d'employé est établi à partir de ces renseignements et mis à jour à tous les six mois afin de signaler une reclassification ou une promotion. On profite de cette mise à jour pour ajouter au fichier le nom de nouveaux employés du BST. ***Catégorie de personnes :*** Les personnes employées pour une période indéterminée et les nouveaux employés. ***But :*** Cette information est regroupée afin de mettre à la disposition de la haute direction et des agents de personnel une banque de renseignements personnels sur les employés. ***Enregistrement (SCT) :*** 002982 ***Numéro de fichier :*** BST PPE 805

Trophée Gerry-Saull
Description : Ce fichier contient de l'information sur les employés du BST dont le nom a été retenu en vue de l'attribution du trophée d'excellence ou de contribution exceptionnelle pour la promotion de la sécurité aérienne. ***Catégorie de personnes :*** Les employés du BST. ***But :*** Connaître le nom des employés mis en nomination pour le trophée. ***Usages compatibles :*** L'information contenue dans ce fichier permet de créer des précédents. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant six années, après quoi ils sont confiés aux Archives nationales. ***Enregistrement (SCT) :*** 002983 ***Numéro de fichier :*** BST PPE 810

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

pendant les 20 années qui suivent le départ de l'employé; certains dossiers relatifs à des substances désignées sont conservés 20 ans de plus. ***Enregistrement (SCT) :*** 002215 ***Numéro de fichier :*** BDC PPE 830

Stationnement
Description : Ce fichier renferme les demandes de permis et la correspondance concernant le stationnement de véhicules à moteur sur des propriétés publiques. Le fichier concernant la rémunération et les avantages renferme les dossiers relatifs aux déductions pour le paiement des frais de stationnement. ***Catégorie de personnes :*** Employés de la Banque du Canada. ***But :*** Ce fichier a pour fonction d'emmagasiner des renseignements relatifs à l'administration des privilèges accordés en matière de stationnement. ***Usages compatibles :*** Ce fichier sert à tenir un dossier des permis de stationnement. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant une période de trois ans après l'expiration du permis, après quoi ils sont détruits. ***Enregistrement (SCT) :*** 002236 ***Numéro de fichier :*** BDC PPE 842

Tiers Saisis
Description : Ce fichier renferme les ordonnances de saisie de salaire et la correspondance s'y rapportant. ***Catégorie de personnes :*** Employés de la Banque du Canada. ***But :*** Ce fichier a pour but d'emmagasiner des renseignements concernant les ordonnances de saisie de salaire. Le numéro d'assurance sociale peut ou non être indiqué. Son utilisation est parfois autorisée par la Loi de l'impôt sur le revenu et de la Loi d'aide à l'exécution des ordonnances et des ententes familiales et le règlement afférent. ***Usages compatibles :*** Veiller à l'exécution des ordonnances de saisie de salaire. ***Normes de conservation et de destruction :*** Les dossiers sont conservés six ans à partir du moment où l'ordonnance de saisie de salaire n'est plus en vigueur, après quoi ils sont détruits. ***Enregistrement (SCT) :*** 000076 ***Numéro de fichier :*** BDC PPE 822

Vérifications de fiabilité et autorisations de sécurité
Description : Ce fichier renferme des numéros d'identification des employés, des fiches renfermant des empreintes digitales, les résultats des vérifications de casiers judiciaires de la Gendarmerie royale du Canada et (ou) des vérifications d'empreintes digitales, des rapports de vérification de solvabilité et des exemplaires remplis de la formule Consentement de divulgation de renseignements personnels. En outre, on y trouve des exemplaires remplis des questionnaires – Cote de sécurité du personnel et Évaluation de sécurité, les résumés d'enquêtes et de vérifications de dossiers effectuées par le Service canadien du renseignement de sécurité, des exemplaires remplis des formules exigées par le gouvernement canadien aux fins des autorisations de sécurité, des comptes rendus des instructions données à l'employé concernant l'autorisation de sécurité attribuée à l'employé et la correspondance concernant la cote de sécurité attribuée à l'employé. Les avis de cote de sécurité peuvent être versés au dossier personnel de l'employé. ***Catégorie de personnes :*** Employés de la Banque du Canada; les contractuels, le personnel chargé d'effectuer des réparations et les travailleurs de la construction qui doivent avoir temporairement accès aux immeubles de la Banque pour y fournir un service quelconque. ***But :*** Ce fichier a pour but de consigner les renseignements concernant les vérifications de fiabilité, d'emmagasiner les renseignements qui ont trait à l'attribution de la cote de sécurité appropriée aux employés qui doivent, en raison de leurs fonctions, recevoir une autorisation de sécurité. ***Usages compatibles :*** Les documents servent à établir le degré de fiabilité d'une personne et à attribuer la cote de sécurité appropriée. Ils fournissent aussi les renseignements nécessaires à l'application des mesures de sécurité de la Banque. Le fichier sert aussi à étayer les décisions relatives aux vérifications de fiabilité et aux autorisations de sécurité ainsi qu'aux mutations, aux promotions, aux mesures disciplinaires et aux licenciements. ***Normes de conservation et de destruction :*** Les documents sont conservés pendant une période de deux ans après le départ de l'employé, puis détruits. Les documents concernant les contractuels sont conservés deux ans après la date de leur dernière utilisation à des fins administratives, puis détruits. Si la personne a un casier judiciaire, les renseignements relatifs à celui-ci sont immédiatement détruits sur réception d'un avis d'octroi de grâce. ***Enregistrement (SCT) :*** 002216 ***Numéro de fichier :*** BDC PPE 816

Voyages
Description : Ce fichier contient des données sur les avances, les demandes de remboursement, les reçus, les dispositions prises en vue de voyages et les itinéraires ainsi que la correspondance relative aux déplacements des employés en service commandé. ***Catégorie de personnes :*** Employés de la Banque du Canada. ***But :*** Ce fichier a pour but d'emmagasiner des renseignements concernant les frais de déplacement des employés. ***Usages compatibles :*** Fournir des avances et approuver des demandes de remboursement des frais de déplacement des employés en service commandé. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant une période de sept ans, après quoi ils sont détruits. ***Enregistrement (SCT) :*** 000075 ***Numéro de fichier :*** BDC PPE 841

conservés pendant trois ans, puis détruits. ***Enregistrement (SCT) :*** 002211 ***Numéro de fichier :*** BDC PPE 821

Programme d'équité en matière d'emploi
Description : Ce fichier contient des renseignements qui servent au programme d'équité en matière d'emploi de la Banque, notamment ceux indiqués dans les formules d'auto-identification des employés des quatre groupes désignés dans la Loi sur l'équité en matière d'emploi, à savoir les femmes, les autochtones, les personnes handicapées et les minorités visibles. Les données sont conservées sur micro-ordinateur. ***Catégorie de personnes :*** Employés réguliers à plein temps; employés réguliers à temps partiel; employés temporaires de la Banque du Canada. ***But :*** Les renseignements individuels ne seront utilisés qu'aux fins de la Loi sur l'équité en matière d'emploi, c'est-à-dire pour la conception et la mise en oeuvre des programmes ainsi que pour la préparation des rapports sommaires sur l'équité en matière d'emploi qui doivent être envoyés chaque année au ministre de l'Emploi et de l'Immigration. ***Usages compatibles :*** Ces données seront utilisées pour déterminer dans quelle mesure chacun des quatre groupes désignés jouit d'une représentation équitable dans chaque catégorie d'emploi et à tous les niveaux de responsabilité. Le numéro d'assurance sociale peut servir à relier les renseignements de ce fichier à ceux d'un autre fichier en vue d'établir des données statistiques sur les employés. ***Normes de conservation et de destruction :*** Les renseignements recueillis pour les besoins du programme d'équité en matière d'emploi, qui servent à la préparation du rapport annuel adressé au ministre de l'Emploi et de l'Immigration sont conservés pendant une période de trois ans après la parution du rapport, puis détruits. Les questionnaires sur l'équité en matière d'emploi sont conservés pendant deux ans après le départ de l'employé, puis détruits. Les questionnaires d'employés en poste sont détruits dès réception de questionnaires plus récents. ***Enregistrement (SCT) :*** 001942 ***Numéro de fichier :*** BDC PPE 817

Réinstallations
Description : Ce fichier renferme les autorisations, les avances, les demandes de remboursement, les reçus, et le courrier concernant les réinstallations des employés. ***Catégorie de personnes :*** Employés de la Banque du Canada. ***But :*** Ce fichier a pour but d'emmagasiner des renseignements concernant les réinstallations des employés. ***Usages compatibles :*** Voir à faire approuver les questions de réinstallation ainsi que les avances et les demandes de remboursement. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant une période de sept ans après la date de la dernière transaction, et sont ensuite détruits. ***Enregistrement (SCT) :*** 000074 ***Numéro de fichier :*** BDC PPE 840

Rémunération et avantages
Description : Ce fichier contient les certifications nécessaires pour la rémunération, les indemnités et les déductions qui présentent des renseignements relatifs au traitement et aux avantages pour chaque employé, y compris le numéro d'assurance sociale, ainsi que la correspondance connexe à l'administration de la paye et des avantages. Le fichier peut également comprendre des dispositions concernant les fonds relatifs à la saisie-arrêt et à la distraction. Le dossier relatif aux gains et à la pension de retraite sont joints au dossier personnel de chaque employé. Certains des renseignements ci-dessus ont été introduits dans un système automatisé pour lui permettre de calculer les traitements, les pensions et les retenues ou de corriger le dossier de l'employé tenu conjointement par le Service de la paye et le Service du personnel. ***Catégorie de personnes :*** Employés de la Banque du Canada. ***But :*** Ce fichier contient de la documentation sur l'administration de la rémunération et des avantages. L'utilisation du numéro d'assurance sociale est exigée en vertu de la Loi de l'impôt sur le revenu, de la Loi de 1971 sur l'assurance-chômage et le Règlement afférent, du Règlement du Canada sur les normes du travail, du Règlement sur le Régime de pensions du Canada et de la Loi d'aide à l'exécution des ordonnances et des ententes familiales et le règlement afférent. ***Usages compatibles :*** Ce fichier sert principalement à approuver le paiement des traitements et des indemnités ainsi que des retenues. Le numéro d'assurance sociale (NAS) est utilisé à des fins d'identification et pour s'assurer que l'administration de la paye et des avantage est uniforme. Il faut absolument inscrire le NAS dans ce fichier; toutefois, il peut y avoir des cas d'exception pour certains individus lorsque des circonstances spéciales se présentent. Le fichier sert aussi à la vérification et la conciliation des comptes relatifs à la paye (par exemple, la rémunération et l'admissibilité des employés) et à étayer le recouvrement des paiements effectués en trop et des dettes envers la Couronne et, le cas échéant, à permettre, conformément à la Loi sur la saisie-arrêt et la distraction de pension, de procéder à la saisie-arrêt et à la distraction des fonds. ***Normes de conservation et de destruction :*** Après le départ de l'employé, le dossier personnel est gardé jusqu'à ce que l'employé ait atteint l'âge de 70 ans ou jusqu'à deux ans après le décès de l'employé; après quoi le dossier est détruit, pourvu que deux ans se soient écoulés depuis la dernière utilisation, à des fins administratives, des renseignements en question. ***Enregistrement (SCT) :*** 002212 ***Numéro de fichier :*** BDC PPE 820

Services de santé aux employés
Description : Ce fichier renferme les dossiers des examens de santé ainsi que tous les renseignements médicaux personnels, dont les documents concernant l'aide fournie aux employés éprouvant des problèmes particuliers. Des exemplaires des rapports relatifs à l'indemnisation des accidents de travail sont aussi versés à ce fichier. ***Catégorie de personnes :*** Employés de la Banque du Canada. ***But :*** Ce fichier a pour but de consigner les dossiers médicaux des employés et de fournir la documentation nécessaire à l'administration des programmes de santé au travail et de certains régimes d'avantages sociaux. ***Normes de conservation et de destruction :*** Les dossiers sont conservés

est la première menée auprès d'employés relativement à quelques familles d'emplois, dans le cadre d'un projet-pilote visant l'amélioration de la méthode d'identification des besoins de formation et la prestation de cours de formation et de perfectionnement aux employés de la Banque du Canada. ***Enregistrement (SCT) :*** 003425 ***Numéro de fichier :*** BDC PPE 828

Griefs
Description : Ce fichier contient les griefs présentés par les employés; les accusés de réception et les réponses de la direction; les témoignages; les opinions juridiques; les rapports d'enquête et d'analyse; les descriptions de poste nécessaires lors de griefs portant sur la classification et toute la correspondance échangée au sujet des griefs. ***Catégorie de personnes :*** Employés de la Banque du Canada. ***But :*** On consigne dans ce fichier les renseignements utilisés lors de la procédure de règlement des griefs. ***Usages compatibles :*** Les renseignements contenus dans ce fichier sont utilisés exclusivement pour consigner et, le cas échéant, résoudre les griefs à tous les paliers de la procédure. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant une période de cinq ans après la date de règlement du grief, puis détruits. ***Enregistrement (SCT) :*** 002218 ***Numéro de fichier :*** BDC PPE 835

Harcèlement
Description : Ce fichier a pour fonction d'emmagasiner les lettres de plainte concernant des incidents relatifs au harcèlement; les dossiers des entrevues réalisées avec les plaignants et avec la personne qui a supposément fait le harcèlement; les dossiers des entrevues avec les témoins des incidents; les sommations aux enquêtes faites par la direction; les analyses des situations et les dossiers relatifs aux décisions prises au sujet d'incidents donnés. Ces renseignements doivent faire l'objet d'un dossier distinct et ne pas être placés dans le dossier personnel du plaignant. Lorsqu'à la suite d'une enquête, on convient qu'il est nécessaire de prendre une mesure disciplinaire, les renseignements seront aussi placés dans le fichier relatif aux mesures disciplinaires. ***Catégorie de personnes :*** Employés de la Banque du Canada. ***But :*** Ce fichier renferme les renseignements nécessaires qui permettent de traiter des plaintes relatives au harcèlement sur le lieu de travail. ***Usages compatibles :*** Ce fichier sert à déterminer s'il y a vraiment un cas de harcèlement et, dans l'affirmative, à déterminer les mesures appropriées qu'il faut prendre, y compris des mesures disciplinaires, afin de mettre fin à cette situation. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant une période de cinq ans après la dernière mesure administrative prise relativement à un cas donné, puis détruits. ***Enregistrement (SCT) :*** 002237 ***Numéro de fichier :*** BDC PPE 837

Langues officielles
Description : Ce fichier renferme des données personnelles de base utilisées à des fins d'identification, comme la principale langue officielle de l'employé et le numéro d'identification de l'employé; les niveaux de connaissance linguistique; les certificats de formation et la correspondance concernant les qualifications de l'employé en matière de langues officielles. ***Catégorie de personnes :*** Employés de la Banque du Canada. ***But :*** Ce fichier a pour but de fournir de la documentation relative à l'administration des politiques en matière de langues officielles relatives aux employés. ***Usages compatibles :*** Ce fichier sert principalement à justifier les besoins en formation linguistique et les réalisations des employés. Il permet aussi de déterminer le statut linguistique de l'employé et de vérifier l'administration des programmes relatifs aux langues officielles. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant deux ans après le départ de l'employé, puis détruits. ***Enregistrement (SCT) :*** 002214 ***Numéro de fichier :*** BDC PPE 826

Mesures disciplinaires
Description : Ce fichier contient des avis de mesures disciplinaires et la correspondance échangée au sujet de l'inconduite d'un employé; les témoignages; les opinions juridiques; les enquêtes relatives à des cas d'inconduite possible et le rapport d'analyse qui résulte de ces enquêtes. Il est important de signaler que les avis de mesures disciplinaires peuvent être joints au dossier personnel de l'employé. ***Catégorie de personnes :*** Employés de la Banque du Canada. ***But :*** Ce fichier sert à conserver les renseignements utilisés lorsque des mesures disciplinaires sont prises. ***Usages compatibles :*** Ce fichier sert aussi à déterminer s'il y a lieu de prendre des mesures disciplinaires et à déterminer la nature de celles-ci; il sert à étayer les décisions relatives à la rémunération et aux avantages; aux présences et aux congés; aux mutations, aux rétrogradations et à la fin d'emploi. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pour une période de cinq ans suivant la date à laquelle la mesure disciplinaire a été prise, puis détruits. ***Enregistrement (SCT) :*** 002219 ***Numéro de fichier :*** BDC PPE 836

Présences et congés
Description : Ce fichier renferme des formules d'introduction de données relatives aux absences et des sommaires qui renferment le numéro d'identification de l'employé, les demandes de congé ainsi que la correspondance connexe aux présences et aux congés. Le relevé annuel des congés et des présences est annexé au dossier personnel d'un employé. Certains renseignements relatifs aux congés et aux présences sont présentés sous forme de modules automatisés enregistrés dans des bases de données sur le personnel de l'institution (systèmes présence/temps, congés et absences). ***Catégorie de personnes :*** Employés de la Banque du Canada. ***But :*** Ce fichier a pour but d'étayer l'administration des congés et des présences des employés. ***Usages compatibles :*** Ce fichier sert à étayer les décisions relatives à la rémunération et aux avantages notamment en ce qui a trait aux congés et à la fin d'emploi; déterminer quelle est l'utilisation des congés et le taux d'absentéisme. ***Normes de conservation et de destruction :*** Les dossiers sont

Dotation
Description : Ce fichier contient les affiches de concours : celles-ci décrivent les postes à combler, les échelles de salaire et les profils de sélection. Il contient les demandes de mutation, les imprimés relatifs au répertoire des ressources humaines, les demandes d'emploi des candidats, les listes de candidats, les notes d'entrevue et les résultats de tests, les offres d'emploi, les avis destinés aux candidats, la correspondance relative à la dotation faite par divers moyens, y compris par voie de concours et à l'aide du répertoire des ressources humaines. On trouve dans les dossiers du fichier une grande variété de renseignements personnels qui peuvent comprendre les niveaux d'étude et le numéro d'identification de l'employé. On peut également trouver des avis relatifs à des décisions de dotation dans le dossier personnel d'un employé. ***Catégorie de personnes :*** Employés de la Banque du Canada. ***But :*** Ce fichier contient des renseignements qui peuvent être utilisés pour la dotation de postes. ***Usages compatibles :*** Ces données servent à sélectionner des candidats et à pourvoir des postes. ***Normes de conservation et de destruction :*** Les demandes de dotation sont conservées pendant une période de trois ans après l'année durant laquelle elles ont été reçues, puis détruites. ***Enregistrement (SCT) :*** 002013 ***Numéro de fichier :*** BDC PPE 815

Formation et perfectionnement
Description : Ce fichier comprend notamment les renseignements personnels et documents suivants : sexe de l'employé; langue choisie pour la formation; formules de demande et évaluations; numéro d'identification de l'employé; résultats des examens et certificats; relevés de paiement des frais; correspondance relative à la participation des employés à des cours de formation et de perfectionnement parrainés par la Banque du Canada ou par des organisations privées. Il convient de signaler que les dossiers relatifs à la participation et aux réalisations sont joints aux dossiers personnels des employés. Les renseignements se rapportant aux besoins de perfectionnement sont consignés sur la formule d'évaluation du rendement annexée aux dossiers personnels des employés. ***Catégorie de personnes :*** Employés de la Banque du Canada. ***But :*** Ce fichier a pour but de fournir de la documentation pour l'administration des programmes de formation et de perfectionnement. ***Usages compatibles :*** Ce fichier sert à approuver la participation des employés à des cours de formation et de perfectionnement et il sert également à les inscrire et à confirmer leurs réalisations. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant une période de cinq ans, après quoi ils sont détruits. ***Enregistrement (SCT) :*** 002213 ***Numéro de fichier :*** BDC PPE 825

Formation et perfectionnement – Programme de perfectionnement par affectations (P.P.A.)
Description : ce fichier contient les curriculum vitae et les profils des employés, les sommaires des exercices de planification de carrière, les renseignements fournis durant les entrevues, les résultats de présentations, les précisions sur l'affectation au P.P.A., les formules de demande d'affectation, les ententes concernant l'affectation, les formules d'évaluation du rendement d'un participant au P.P.A. et la correspondance générale. ***Catégorie de personnes :*** les employés de la Banque du Canada qui ont été choisis pour des affectations éventuelles dans leur département ou dans d'autres départements de la Banque. ***But :*** ce fichier sert à tenir à jour une banque de données sur les employés sélectionnés pour des affectations à la Banque et à appuyer l'administration du programme. ***Usages compatibles :*** les renseignements obtenus permettent de repérer les employés susceptibles d'occuper les postes à combler par affectation à la Banque. Ils sont aussi utilisés à des fins de statistique, d'administration et de planification de carrière. ***Normes de conservation et de destruction :*** les renseignements sont conservés pendant une période de deux ans après la fin de l'affectation ou après leur dernière utilisation (aucune affectation). Certains renseignements sur les candidats sont informatisés et conservés à des fins de statistique pour une période de dix (10) ans. ***Enregistrement (SCT) :*** 003424 ***Numéro de fichier :*** BDC PPE 827

Formation et perfectionnement – Projet-pilote : enquête sur les besoins de formation
Description : Le fichier renferme des renseignements sur divers employés et des données sommaires sur l'ensemble des familles d'emplois touchées par la formation et le perfectionnement. Les données personnelles comprennent le nom, le niveau de poste, la langue première et le sexe de l'employé. Elles comprennent aussi son niveau de compétence (à la date de l'enquête) tel qu'il s'insère dans la grille de compétence et de classification définie pour la famille d'emplois à laquelle appartient l'employé, ainsi que les priorités de l'employé, convenues avec le superviseur, au chapitre de la formation pour les douze prochains mois. ***Catégorie de personnes :*** Les employés appartenant à certaines familles d'emplois, qui ont participé à l'enquête et rempli le formulaire intitulé : Projet Pilote Profil initial de connaissances et d'habiletés /Identification des besoins prioritaires de formation. ***But :*** L'objet de ce fichier est double : il sert, d'une part, à repérer les niveaux de compétence, les besoins de formation et les priorités des employés et, d'autre part, à aider le Service de la formation et du perfectionnement à élaborer des programmes de formation qui soient conformes aux besoins des employés ayant participé à l'enquête. ***Usages compatibles :*** Les données recueillies serviront strictement à la détermination des besoins de formation dans le cadre du projet-pilote. ***Normes de conservation et de destruction :*** Les données recueillies sur le formulaire intitulé : Projet Pilote Profil initial de connaissances et d'habiletés/ Identification des besoins prioritaires de formation sont conservées sur disque dur pour une période de deux ans. Un fichier d'analyse et de statistiques contenant des renseignements personnels et des données globales sera accessible à l'aide d'un micro-ordinateur personnel pendant une période de deux ans. **Note :** cette enquête

micro-ordinateur. ***Catégorie de personnes :*** Employés de la Banque du Canada. ***But :*** Ce fichier a pour but de consigner les dossiers relatifs aux lésions et aux maladies qui découlent des conditions de travail ou qui sont aggravées par celles-ci et aux incapacités qui surviennent subséquemment; et fournir la documentation nécessaire à l'administration des programmes de sécurité et de santé au travail au sein de la Banque du Canada. ***Usages compatibles :*** Ce fichier sert à tenir des dossiers à des fins de prévention des accidents et de protection de la santé. Des données y sont consignées concernant la sécurité et la santé au travail ainsi que les causes d'accidents ou de blessures. Ce fichier sert à assurer une indemnisation adéquate aux employés victimes d'accidents ou blessés au travail. ***Normes de conservation et de destruction :*** Les dossiers se rapportant aux premiers soins sont conservés pendant une période de deux ans; les dossiers relatifs aux maladies ou aux lésions de travail, ou aux accidents de travail, sont conservés pendant 10 ans. ***Enregistrement (SCT) :*** 002217 ***Numéro de fichier :*** BDC PPE 831

Cartes d'accès

Description : Ce fichier renferme les renseignements consignés sur les formules d'autorisation d'émission de carte d'accès, les noms, les vidéophotographies, les cotes de sécurité, le statut professionnel et les numéros d'identification des employés nécessaires à l'émission de cartes d'accès, ces renseignements étant utilisés aux fins d'identification des personnes autorisées à se trouver dans les immeubles de la Banque. ***Catégorie de personnes :*** Les employés de la Banque du Canada, les entrepreneurs et les locataires. ***But :*** Ce fichier sert à tenir à jour une banque de données concernant l'émission des cartes d'accès. ***Usages compatibles :*** Ce fichier sert à l'émission et au contrôle des cartes d'accès. ***Normes de conservation et de destruction :*** Ces dossiers sont conservés pendant une période de deux ans après le départ de l'employé ou deux ans après leur dernière utilisation à des fins administratives, puis détruits. ***Enregistrement (SCT) :*** 003289 ***Numéro de fichier :*** BDC PPE 818

Dossier personnel d'un employé

Description : Ce fichier renferme des renseignements concernant les caractéristiques personnelles, y compris l'âge et le sexe; le numéro d'identification de l'employé; l'adresse du domicile; la citoyenneté; les études (diplômes, certificats et bulletins); les emplois antérieurs détenus; le curriculum vitae et les références; l'emplacement géographique et la situation dans l'organisation; les nominations, les mutations, les promotions et les démotions; les périodes d'emploi, y compris les périodes de stage, la durée de l'emploi; les évaluations du rendement; la classification, y compris les numéros de poste, les groupes, les niveaux, les titres et les traitements; les pensions et les assurances, y compris les noms des bénéficiaires. On peut également y trouver, le cas échéant, des renseignements concernant le service militaire, y compris les périodes et les domaines de service; la fin de l'emploi, y compris les certificats et les raisons qui ont mené au départ de l'employé. Le dossier individuel d'un employé peut comprendre des résumés de décisions concernant la dotation; les présences et les congés; la rémunération et les avantages; la formation et le perfectionnement; les décisions concernant les indemnités et l'aptitude au travail; les langues officielles; la discipline; et les autorisations sécuritaires. On trouve toutefois la principale série de renseignements concernant ces sujets dans les autres fichiers particuliers décrits dans ce chapitre. Il est possible que le dossier individuel de l'employé ne comprenne pas les renseignements personnels utilisés pour prendre des décisions dans les domaines susmentionnés. Parmi ces renseignements, certains sont introduits dans un système informatisé afin de permettre la préparation de rapports sur des sujets tels que la formation, la dotation effectuée au moyen du répertoire des ressources humaines, les présences et les congés ainsi que d'autres rapports connexes au besoin. ***Catégorie de personnes :*** Employés de la Banque du Canada. ***But :*** Ce fichier contient le dossier de toutes les périodes d'emploi d'une personne et est conservé afin de faciliter l'administration du personnel. Les renseignements contenus dans les dossiers d'un employé peuvent être utilisés aux fins suivantes : prendre des décisions ayant trait à la dotation; aux présences et aux congés; à la rémunération et aux avantages; à la formation et au développement; à l'hygiène et à la sécurité professionnelles; aux langues officielles; à la discipline; au niveau de sécurité; lorsque les renseignements contenus dans un domaine peuvent avoir une incidence sur une décision prise dans un autre domaine. Et ce qui a trait aux cas susmentionnés, le fichier peut contenir des renseignements présentés de manière succincte reliés à d'autres renseignements plus détaillés contenus dans d'autres banques. Ces renseignements peuvent être utilisés, en autant que ce soit d'une manière conforme aux usages prévus, afin de faire en sorte que les mesures prises en matière de personnel soient coordonnées dans le meilleur intérêt de l'employé et de l'employeur. ***Usages compatibles :*** Ce fichier sert principalement à fournir de la documentation et donner des autorisations pour les nominations, les mutations, les promotions, les rétrogradations, la fin de l'emploi et les pensions de retraite. Il sert aussi à identifier les décisions relatives à la dotation, aux présences et aux congés; à la rémunération et aux avantages; à la formation et au perfectionnement; à l'hygiène et à la sécurité professionnelles; aux langues officielles; à la discipline; aux autorisations sécuritaires ainsi qu'à la vérification des références professionnelles. ***Normes de conservation et de destruction :*** Après le départ de l'employé, le dossier personnel est gardé jusqu'à ce que l'employé ait atteint l'âge de 70 ans ou jusqu'à deux ans après le décès de l'employé; après quoi le dossier est détruit, pourvu que deux ans se soient écoulés depuis la dernière utilisation à des fins administratives des renseignements en question. Les évaluations de rendement sont conservées au dossier de l'employé pendant une période de cinq ans, puis détruites. ***Enregistrement (SCT) :*** 002210 ***Numéro de fichier :*** BDC PPE 810

Rémunération et avantages
Description : Ce fichier contient les certifications nécessaires pour la rémunération, les indemnités et les déductions et présente des renseignements au sujet du traitement et des avantages pour chaque employé y compris le numéro d'assurance sociale, ainsi que la correspondance connexe à l'administration de la paye et des avantages. Le fichier peut également comprendre des dispositions concernant les fonds relatifs à la saisie-arrêt et la distraction. Le dossier touchant les gains et la pension de retraite est joint au dossier personnel de chaque employé. ***Catégorie de personnes :*** Employés de la BDC. ***But :*** Ce fichier contient de la documentation sur l'administration de la rémunération et des avantages au sein de la BDC. Il sert également à approuver le paiement des traitements et des indemnités ainsi que les retenues. Le numéro d'assurance sociale est utilisé à des fins d'identification et afin d'assurer que l'administration de la paye et des avantages soit uniforme. Il faut inscrire le numéro d'assurance sociale; toutefois, il peut y avoir des cas d'exception lorsqu'il y a des circonstances spéciales. ***Usages compatibles :*** Permettre la vérification et la conciliation des comptes relatifs à la paye (par exemple, la rémunération et l'admissibilité des employés) et étayer le recouvrement des trop-payés et des dettes envers la Couronne et, le cas échéant, permettre, conformément aux lois applicables. ***Normes de conservation et de destruction :*** Les dossiers sont conservés par la BDC pour toute la durée de l'emploi, plus un an. Les dossiers sont ensuite fusionnés avec le dossier personnel de l'employé correspondant et transférés aux Archives nationales du Canada et suivent les normes de conservation et de destruction du fichier ordinaire dossier personnel d'un employé. Cette règle, toutefois, ne s'applique plus dans les cas de règlement des questions de paiement excédentaire, de perception des dettes dues à la Couronne, de mise en vigueur des mesures relatives à la saisie-arrêt et à la distraction de fonds. Dans ces cas les dossiers sont conservés jusqu'à ce que les questions de paiement excédentaire soient réglées, que la dette soit recouvrée ou que les mesures concernant la saisie-arrêt et la distraction ne soient plus en vigueur. ***Enregistrement (SCT) :*** 003751 ***Numéro de fichier :*** BDDC PPE 810

Sondage sur l'équité en matière d'emploi
Description : Ce fichier contient des renseignements basés sur l'auto-identification et reliés au sexe, à la race, à l'origine ethnique, et aux déficiences. Il contient également des données sur la formation académique, l'expérience de travail antérieure, les aspirations de carrière, ainsi que la formation et le développement des employés. ***Catégorie de personnes :*** Employés permanents à temps plein; employés permanents à temps partiel; employés temporaires. ***But :*** Les renseignements sont utilisés dans l'implantation d'un programme d'équité en matière d'emploi ainsi que dans la rédaction de rapports à Développement des ressources humaines, Canada sur l'analyse des effectifs. Ces données sont recueillies afin d'obtenir une vue d'ensemble sur les employés par groupes désignés (i.e. femmes, autochtones, personnes handicapées et minorités visibles). ***Usages compatibles :*** Les renseignements recueillis sont utilisés dans le cadre du Programme d'équité en matière d'emploi afin de déterminer et d'éliminer la discrimination systémique et d'introduire des mesures spéciales (i.e. formation, aménagements) permettant aux personnes dans des groupes désignés d'être représentées d'une manière équitable. Les renseignements peuvent également être utilisés à l'élaboration et à la mise en place de politiques connexes à l'équité en matière d'emploi. ***Normes de conservation et de destruction :*** Ces documents seront conservés au moins durant les cinq années qui suivent celle à l'égard de laquelle un rapport est fait. ***Enregistrement (SCT) :*** 003752 ***Numéro de fichier :*** BDDC PPE 801

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Harcèlement

Langues officielles

Présences et congés

Sécurité et santé au travail

Voyages et réinstallations

Banque du Canada
Chapitre 17

Fichiers particuliers

Accidents de travail
Description : Ce fichier comprend les rapports relatifs aux accidents et aux lésions ou maladies qui découlent des conditions de travail, les demandes d'indemnisation et la correspondance connexe, notamment les dossiers sur les premiers soins administrés. En outre, des sommaires des rapports d'accident sont produits sur

dossier # : APC CDP 170 ***Enregistrement (SCT) :*** 000565 ***Numéro de fichier :*** APC PCE 813

Marine royale canadienne (MRC) – dossiers sur la solde – Seconde Guerre mondiale
Description : Ce fichier contient des informations d'ordre financier sur la solde du militaire. On y trouve, outre le nom et le numéro matricule, l'admissibilité à la solde, le nom des navires sur lesquels il a servi et durée du service. Les personnes qui désirent consulter ces dossiers doivent indiquer leurs prénoms et nom de famille au complet, leur numéro matricule et le nom des navires sur lesquels elles ont servi. ***Catégorie de personnes :*** Le personnel de la Marine royale canadienne qui a servi durant la Seconde Guerre mondiale. ***But :*** Ce fichier sert à vérifier les dossiers sur la paie et à régler les réclamations à cet égard. ***Normes de conservation et de destruction :*** Ces dossiers sont gardés pour 54 ans à partir de la date de leur compilation et après cette période, ils seront conservés aux Archives nationales à des fins archivistiques. ***No. APC :*** 85-012 ***Renvoi au dossier # :*** APC CDP 170 ***Enregistrement (SCT) :*** 000564 ***Numéro de fichier :*** APC PCE 812

Recrues inscrites au programme d'entraînement de 30 jours -Seconde Guerre mondiale
Description : Ce fichier contient des renseignements personnels et militaires tels que le nom, le numéro matricule, l'unité, la durée et l'emplacement du service, la catégorie médicale, etc. Les personnes qui désirent consulter ces dossiers doivent indiquer leurs prénoms et nom de famille au complet, leur numéro matricule et leur date de naissance. ***Catégorie de personnes :*** Les recrues qui ont reçu un entraînement spécial de 30 jours sous la Loi de mobilisation des ressources nationales de 1940. ***But :*** Ce fichier sert à vérifier l'admissibilité aux pensions et autres avantages sociaux et à fournir à l'individu une attestation de service. ***Normes de conservation et de destruction :*** Ces dossiers sont gardés jusqu'à ce que le sujet ait atteint l'âge de 90 ans. Après cette période, une partie de ces dossiers sera conservée aux Archives nationales à des fins archivistiques et le reste sera détruit. ***No. APC :*** 85-012 ***Renvoi au dossier # :*** APC CDP 170 ***Enregistrement (SCT) :*** 000563 ***Numéro de fichier :*** APC PCE 811

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Primes d'encouragement

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Vérification de la fiabilité

Voyages et réinstallations

Banque de développement du Canada

Chapitre 16

Fichiers particuliers

Programme d'aide aux employés
Description : Ce fichier contient des renseignements concernant un service-conseil volontaire et confidentiel offert aux employés de la BDC et à leurs personnes à charge. Les employés et leurs personnes à charge ayant besoin de conseils doivent communiquer directement avec le consultant. Les services du consultant ont été retenus par la BDC afin qu'il offre le Programme d'aide aux employés au groupe mentionné précédemment. Les documents concernant la consultation sont conservés par le consultant et ne sont pas remis à la BDC afin de maintenir le caractère confidentiel du programme. ***Catégorie de personnes :*** Les employés de la BDC et leurs personnes à charge. ***But :*** L'information est utilisée par le consultant pour assurer la suite des services rendus aux employés de la BDC et leurs personnes à charge de façon à assurer la confidentialité des personnes ayant demandé des renseignements. ***Normes de conservation et de destruction :*** Le consultant conserve les renseignements jusqu'à la fin du contrat. ***Enregistrement (SCT) :*** 003748 ***Numéro de fichier :*** BDDC PPE 805

Enregistrement (SCT) : 000569 ***Numéro de fichier :*** APC PCE 817

Dossiers personnels sur microfiches – Forces régulières et Forces de réserve (Classe C)
Description : Ce fichier contient, sous forme de microfiche, des copies de correspondance et des documents relatifs à la carrière militaire de l'individu. Les personnes qui désirent consulter ces dossiers doivent indiquer leurs prénoms et nom de famille au complet, leur date de naissance, leur numéro matricule et la durée du service. ***Catégorie de personnes :*** Certains membres des Forces régulières et des Forces de réserves de classe C. ***But :*** Ce fichier sert à étayer les décisions relatives au droit à la pension et à d'autres avantages. ***Normes de conservation et de destruction :*** Ces dossiers sont gardés jusqu'à ce que le sujet ait atteint l'âge de 90 ans. Après cette période, une partie de ces dossiers sera conservée aux Archives nationales à des fins archivistiques et le reste sera détruit. ***No. APC :*** 85-012 ***Renvoi au dossier # :*** APC CDP 170 ***Enregistrement (SCT) :*** 000570 ***Numéro de fichier :*** APC PCE 818

État de solde des membres de la Force de réserve de l'Armée (1920-1949)
Description : Ce fichier contient des informations d'ordre financier sur la solde du militaire. On y trouve le nom de l'individu, le numéro matricule, l'admissibilité à la solde et la durée du service. Les personnes qui désirent consulter ces dossiers doivent indiquer leurs prénoms et nom de famille au complet, leur numéro matricule, le nom de l'unité et la durée du service. ***Catégorie de personnes :*** Le personnel de la Réserve de l'Armée canadienne. ***But :*** Ce fichier sert à vérifier l'état de solde, régler les réclamations de pension de retraite avec le ministère des Approvisionnements et Services et peut– être aussi à racheter les années de service. ***Normes de conservation et de destruction :*** Ces dossiers sont gardés pour 54 ans à partir de la date de leur compilation et après cette période, ils seront conservés aux Archives nationales à des fins archivistiques. ***No. APC :*** 85-012 ***Renvoi au dossier # :*** APC CDP 170 ***Enregistrement (SCT) :*** 000559 ***Numéro de fichier :*** APC PCE 807

Évaluations du rendement – Seconde Guerre mondiale, Contingent spécial, Forces de réserve et Forces régulières
Description : Ce fichier contient des renseignements sur le rendement du personnel militaire et peut inclure des rapports d'appréciation du rendement, des dossiers personnels confidentiels, les dossiers de carrière des officiers, des rapports de cours, etc. Les personnes qui désirent consulter ces dossiers doivent indiquer leurs prénoms et nom de famille au complet, leur date de naissance, leur numéro matricule et la durée du service. ***Catégorie de personnes :*** Le personnel militaire de la Seconde Guerre mondiale, le personnel du Contingent spécial ayant participé aux opérations des Nations Unies en Corée, le personnel des Forces de réserve, le personnel des Forces régulières et celui de la Force de réserve classe C. ***But :*** Ce fichier sert à étayer les décisions sur les affectations, les promotions ou démotions, la discipline, la rétention dans les Forces, la libération, et d'autres décisions administratives. ***Normes de conservation et de destruction :*** Ces dossiers sont gardés jusqu'à ce que le sujet ait atteint l'âge de 90 ans, exception faite des dossiers du personnel des Forces de réserve qui sont gardés pour 70 ans suivant la date de naissance de l'individu en cause. Après cette période, les dossiers du personnel de la Seconde Guerre mondiale et du Contingent spécial sont conservés aux Archives nationales à des fins archivistiques. Les dossiers de ceux qui ont servi dans les Forces régulières, la Force de réserve classe C et les Forces de réserve sont habituellement détruits à l'expiration de leur période normale de rétention. Cependant, une partie de ces dossiers sera conservée aux Archives nationales si on juge qu'ils ont une valeur archivistique. ***No. APC :*** 85-012 ***Renvoi au dossier # :*** APC CDP 170 ***Enregistrement (SCT) :*** 000572 ***Numéro de fichier :*** APC PCE 820

Feuilles de solde de la Réserve de l'Armée canadienne
Description : Ce fichier contient des informations d'ordre financier sur la solde du militaire. On y trouve le nom, le numéro matricule, l'admissibilité à la solde, l'unité avec lequel il a servi et la durée du service. Les personnes qui désirent consulter ces dossiers doivent indiquer leur prénoms et nom de famille au complet, leur numéro matricule, le nom de l'unité et la durée du service. ***Catégorie de personnes :*** Le personnel de la Réserve de l'Armée canadienne dont le service a débuté à partir de 1948. ***But :*** Ce fichier sert à vérifier l'état de solde en vue de régler les réclamations et à fournir à l'individu une attestation de service. ***Normes de conservation et de destruction :*** Ces dossiers sont gardés pour 54 ans à partir de la date de leur compilation et après cette période, ils seront conservés aux Archives nationales à des fins archivistiques. ***No. APC :*** 85-012 ***Renvoi au dossier # :*** APC CDP 170 ***Enregistrement (SCT) :*** 000567 ***Numéro de fichier :*** APC PCE 815

Forces armées de Terre-Neuve – Seconde Guerre mondiale
Description : Ce fichier contient des renseignements personnels et militaires qui pourraient inclure, outre le nom au complet et le numéro matricule, la durée du service, les unités avec lesquels ils ont servi, etc. Les personnes qui désirent consulter ces dossiers doivent indiquer leurs prénoms et nom de famille au complet et leur numéro matricule. ***Catégorie de personnes :*** Le personnel qui a servi avec les Forces armées de Terre-Neuve entre 1939 et 1946. ***But :*** Ce fichier sert à vérifier la durée du service de ceux qui ont servi avec les Forces armées de Terre-Neuve et à résoudre les réclamations de pension. ***Normes de conservation et de destruction :*** Ces dossiers sont gardés jusqu'à ce que le sujet ait atteint l'âge de 90 ans et après cette période, ils seront conservés aux Archives nationales à des fins archivistiques. ***No. APC :*** 85-012 ***Renvoi au***

Corps expéditionnaire canadien – ordres de service courant -Première Guerre mondiale
Description : Ce fichier contient des informations personnelles limitées qui pourraient inclure, outre le nom au complet et le numéro matricule, le compte rendu des transactions quotidiennes sur le personnel, le nom de l'unité, la durée du service, etc. Les personnes qui désirent consulter ces dossiers doivent indiquer leurs prénoms et nom de famille au complet, leur numéro matricule, leur date de naissance, le nom de l'unité et la durée du service. ***Catégorie de personnes :*** Le personnel du Corps expéditionnaire canadien (CEC) de 1914 à 1919. ***But :*** Ce fichier sert à authentifier les données du service en fonction des revendications possibles qui pourraient survenir relativement à la solde et autres avantages, et pour vérifier les demandes portant sur les héritages et les testaments. ***Normes de conservation et de destruction :*** Ces dossiers sont gardés pour 90 ans à partir de la date de la dernière correspondance et après cette période, ils seront conservés aux Archives nationales à des fins archivistiques. ***No. APC :*** 85-012 ***Renvoi au dossier # :*** APC CDP 170 ***Enregistrement (SCT) :*** 000558 ***Numéro de fichier :*** APC PCE 806

Dossiers de services auxiliaires – Seconde Guerre mondiale
Description : Ce fichier contient des renseignements personnels limités et des détails sur les états de service tels que données d'emploi, durée et genre du service, etc. Les personnes qui désirent consulter ces dossiers doivent indiquer leurs prénoms et nom de famille au complet, leur date de naissance, le nom de l'unité et, pour les pompiers seulement, leur numéro matricule. ***Catégorie de personnes :*** Le personnel qui a fait partie des troupes auxiliaires pendant la Seconde Guerre mondiale, notamment les pompiers, les membres de la Croix-Rouge, les opérateurs spéciaux, les correspondants de guerre et les détachements d'aide bénévole. ***But :*** Ce fichier sert à vérifier la durée du service et à déterminer l'admissibilité à une pension de retraite. ***Normes de conservation et de destruction :*** Ces dossiers sont gardés jusqu'à ce que le sujet ait atteint l'âge de 90 ans et après cette période, ils seront conservés aux Archives nationales à des fins archivistiques. ***No. APC :*** 85-012 ***Renvoi au dossier # :*** APC CDP 170 ***Enregistrement (SCT) :*** 000562 ***Numéro de fichier :*** APC PCE 810

Dossiers dentaires – Seconde Guerre mondiale, Contingent spécial, Force de réserve et troupes régulières des Forces armées canadiennes
Description : Ce fichier contient des fiches dentaires, des commentaires, des avis, des informations sur des examens et des tests dentaires spéciaux, etc. Les personnes qui désirent consulter ces dossiers doivent indiquer leurs prénoms et nom de famille au complet, leur date de naissance, leur numéro de matricule et la durée du service. ***Catégorie de personnes :*** Le personnel militaire ayant servi durant la Seconde Guerre mondiale, le personnel du Contingent spécial qui a participé aux opérations des Nations Unies en Corée, le personnel des Forces de réserve, le personnel des troupes régulières et ceux de la Force de réserve classe C. ***But :*** Ce fichier sert à authentifier les données sur les états de service de façon à étayer les décisions relatives au droit à la pension et à d'autres avantages, et à traiter les réclamations relatives à la pension. Ces renseignements peuvent aussi être utilisés à des fins d'identification médico-légale. ***Normes de conservation et de destruction :*** Ces dossiers sont gardés jusqu'à ce que le sujet ait atteint l'âge de 90 ans, exception faite des dossiers du personnel des Forces de réserve qui sont gardés pour 70 ans suivant la date de naissance de l'individu en cause. Après cette période, les dossiers du personnel de la Seconde Guerre mondiale et du Contingent spécial sont conservés aux Archives nationales du Canada à des fins archivistiques. Les dossiers de ceux qui ont servi dans les Forces régulières, la Force de réserve classe C et les Forces de réserve sont habituellement détruits à l'expiration de leur période normale de rétention. Cependant, une partie de ces dossiers sera conservée aux Archives nationales si on juge qu'ils ont une valeur archivistique. ***No. APC :*** 85-012 ***Renvoi au dossier # :*** APC CDP 170 ***Enregistrement (SCT) :*** 001943 ***Numéro de fichier :*** APC PCE 821

Dossiers médicaux – Seconde Guerre mondiale, Contingent spécial, Force de réserve et troupes régulières des Forces armées canadiennes
Description : Ce fichier contient des fiches médicales, des rapports d'examen spéciaux, des rapports médicaux journaliers, des observations et diagnostiques, etc. Les personnes qui désirent consulter ces dossiers doivent indiquer leurs prénoms et nom de famille au complet, leur date de naissance, leur numéro matricule et la durée du service. ***Catégorie de personnes :*** Le personnel militaire de la Seconde Guerre mondiale, le personnel du Contingent spécial ayant participé aux opérations des Nations Unies en Corée, le personnel des Forces de réserve le personnel des Forces régulières et celui de la Force de réserve classe C. ***But :*** Ce fichier sert à authentifier les données sur les états de service de façon à étayer les décisions relatives au droit à la pension et à d'autres avantages, à supporter les décisions d'ordre médical et à traiter les réclamations relatives à la pension. ***Normes de conservation et de destruction :*** Ces dossiers sont gardés jusqu'à ce que le sujet ait atteint l'âge de 90 ans, exception faite des dossiers du personnel des Forces de réserve qui sont gardés pour 70 ans suivant la date de naissance de l'individu en cause. Après cette période, les dossiers du personnel de la Seconde guerre mondiale et du Contingent spécial sont conservés aux Archives nationales à des fins archivistiques. Les dossiers de ceux qui ont servi dans les Forces régulières, la Force de réserve classe C et les Forces de réserve sont habituellement détruits à l'expiration de leur période normale de rétention. Cependant, une partie de ces dossiers sera conservée aux Archives nationales si on juge qu'ils ont une valeur archivistique. ***No. APC :*** 85-012 ***Renvoi au dossier # :*** APC CDP 170

Personnel de l'Armée canadienne en temps de guerre, Contingent spécial et troupes régulières, de 1939 à 1966. ***But :*** Ce fichier sert à authentifier les données du service pour régler les réclamations de solde et autres avantages sociaux, et pour vérifier les demandes portant sur les héritages et les testaments. ***Normes de conservation et de destruction :*** Ces dossiers sont gardés pour 90 ans à partir de la date de la dernière correspondance. Après cette période, une partie de ces dossiers sera conservée aux Archives nationales à des fins archivistiques et le reste sera détruit. ***No. APC :*** 85-012 ***Renvoi au dossier # :*** APC CDP 170 ***Enregistrement (SCT) :*** 000561 ***Numéro de fichier :*** APC PCE 809

Aviation royale du Canada (ARC) – ordres quotidiens de service courant
Description : Ce fichier contient des renseignements personnels limités qui peuvent inclure, outre le nom au complet et le numéro matricule, les comptes rendus des transactions sur le personnel, le nom de l'unité, la durée du service, etc. Les personnes qui désirent consulter ces dossiers doivent indiquer leurs prénoms et nom de famille au complet, leur numéro matricule, le nom de l'unité et la durée du service. ***Catégorie de personnes :*** Le personnel de l'Aviation royale du Canada (ARC) de 1924 à 1969. ***But :*** Ce fichier sert à authentifier les données du service pour régler les réclamations de solde et autres avantages sociaux, et pour vérifier les demandes portant sur les héritages et les testaments. ***Normes de conservation et de destruction :*** Ces dossiers sont gardés pour 90 ans à partir de la date de la dernière correspondance. Après cette période, une partie de ces dossiers sera conservée aux Archives nationales à des fins archivistiques et le reste sera détruit. ***No. APC :*** 85-012 ***Renvoi au dossier # :*** APC CDP 170 ***Enregistrement (SCT) :*** 000560 ***Numéro de fichier :*** APC PCE 808

Banque de données du personnel militaire – Première Guerre mondiale
Description : Ce fichier contient des renseignements personnels et médico-dentaires qui peuvent inclure les certificats d'enrôlement, des renseignements sur les promotions et affectations, des fiches médicales, des cessations de service, etc. Les personnes qui désirent consulter ces dossiers doivent indiquer leurs prénoms et nom de famille au complet, leur date de naissance, leur numéro matricule, le nom de l'unité et la durée du service. ***Catégorie de personnes :*** Le personnel militaire qui a servi avec les Forces canadiennes durant la Première Guerre mondiale. ***But :*** Ce fichier sert à authentifier les données du service afin d'étayer les décisions relatives au droit à la pension et autres bénéfices et pour fournir au requérant une attestation de service. ***Normes de conservation et de destruction :*** Ces dossiers sont gardés jusqu'à ce que le sujet ait atteint l'âge de 90 ans et après cette période, ils seront conservés aux Archives nationales à des fins archivistiques. ***No. APC :*** 85-012 ***Renvoi au dossier # :*** APC CDP 170 ***Enregistrement (SCT) :*** 000566 ***Numéro de fichier :*** APC PCE 814

Banque de données sur le personnel militaire des unités – Seconde Guerre mondiale, Contingent spécial, Force de réserve et Force régulière
Description : Ce fichier contient les certificats d'enrôlement, des renseignements sur les promotions et les affectations, les états de solde, l'emplacement et la durée du service, des renseignements généraux sur l'emploi, des certificats de cessation de service, etc. Les personnes qui désirent consulter ces dossiers doivent indiquer leurs prénoms et nom de famille au complet, leur date de naissance, leur numéro matricule et la durée du service. ***Catégorie de personnes :*** Le personnel militaire de la Seconde Guerre mondiale, le personnel du Contingent spécial ayant participé aux opérations des Nations Unies en Corée, le personnel des Forces de réserve, le personnel des Forces régulières et celui de la Force de réserve classe C. ***But :*** Ce fichier sert à authentifier les données sur les états de service afin d'étayer les décisions relatives au droit à la pension et à d'autres avantages, à supporter des décisions d'ordre médical, traiter les réclamations relatives à la pension et fournir au requérant une attestation du service. ***Normes de conservation et de destruction :*** Ces dossiers sont gardés jusqu'à ce que le sujet ait atteint l'âge de 90 ans, exception faite des dossiers du personnel des Forces de réserve qui sont gardés pour 70 ans suivant la date de naissance de l'individu en cause. Après cette période, les dossiers du personnel de la Seconde guerre mondiale et du Contingent spécial sont conservés aux Archives nationales à des fins archivistiques. Les dossiers de ceux qui ont servi dans les Forces régulières, la Force de réserve classe C et les Forces de réserve sont habituellement détruits à l'expiration de leur période normale de rétention. Cependant, une partie de ces dossiers sera conservée aux Archives nationales si on juge qu'ils ont une valeur archivistique. ***No. APC :*** 85-012 ***Renvoi au dossier # :*** APC CDP 170 ***Enregistrement (SCT) :*** 000568 ***Numéro de fichier :*** APC PCE 816

Banque de données sur les pensions – Force régulière
Description : Ce fichier contient des informations sur le versement à un régime de pension de retraite et sur les bénéfices de ce régime. Les personnes qui désirent consulter ces dossiers doivent indiquer leur prénoms et nom de famille au complet, leur date de naissance, leur numéro matricule et la durée du service. ***Catégorie de personnes :*** Le personnel des Forces canadiennes qui a souscrit à un régime de pension de retraite. ***But :*** Ce fichier sert à supporter les décisions relatives au droit à la pension. ***Normes de conservation et de destruction :*** Ces dossiers sont gardés jusqu'à ce que le sujet ait atteint l'âge de 90 ans. Après cette période, une partie de ces dossiers sera conservée aux Archives nationales à des fins archivistiques et le reste sera détruit. ***No. APC :*** 85-012 ***Renvoi au dossier # :*** APC CDP 170 ***Enregistrement (SCT) :*** 000571 ***Numéro de fichier :*** APC PCE 819

gouvernement fédéral. ***But :*** Ce fichier sert à vérifier l'information fournie dans les procédures d'identification et d'évaluation liées au répertoire de dotation, de la planification des ressources humaines et de la gestion du personnel en général. ***Normes de conservation et de destruction :*** Ces dossiers sont gardés jusqu'à ce que le sujet ait atteint l'âge de 80 ans. Après cette période, une partie de ces dossiers sera conservée aux Archives nationales à des fins archivistiques et le reste sera détruit. ***No. APC :*** 85-012 ***Renvoi au dossier # :*** APC CDP 170 ***Enregistrement (SCT) :*** 000555 ***Numéro de fichier :*** APC PCE 703

Anciens employés civils – dossiers individuels sur le personnel
Description : Ce fichier contient des informations personnelles semblables ou pareilles à celles décrites dans les fichiers ordinaires énumérés dans le Répertoire des renseignements personnels. Les anciens employés qui désirent consulter ces dossiers doivent indiquer leurs prénoms et nom de famille au complet (ainsi que leur nom de fille s'il y a lieu), leur date de naissance et leurs dates d'emploi. ***Catégorie de personnes :*** Anciens employés civils du gouvernement fédéral. ***But :*** Ce fichier sert à vérifier des décisions concernant les employés, à déterminer s'ils ont encore droit à certains bénéfices découlant de leur emploi et à documenter un nouveau dossier personnel au cas où ils seraient ré–engagés. ***Normes de conservation et de destruction :*** Ces dossiers sont gardés jusqu'à ce que le sujet ait atteint l'âge de 80 ans. Après cette période, une partie de ces dossiers sera conservée aux Archives nationales à des fins archivistiques et le reste sera détruit. ***No. APC :*** 85-012 ***Renvoi au dossier # :*** APC CDP 170 ***Enregistrement (SCT) :*** 000554 ***Numéro de fichier :*** APC PCE 702

Anciens employés civils – dossiers médicaux Santé et Bien-être social
Description : Ce fichier contient les dossiers créés par le Ministère de la Santé nationale et du Bien-être social afin de consigner les examens médicaux. Les anciens employés qui désirent consulter ces dossiers doivent indiquer leurs prénoms et nom de famille au complet (ainsi que leur nom de fille s'il y a lieu), leur date de naissance et leurs dates d'emploi. ***Catégorie de personnes :*** Anciens employés civils du gouvernement fédéral. ***But :*** Ce fichier sert à des fins sanitaires et statistiques portant sur des questions telles que le placement, la retraite, les congés de maladie, etc., et pour d'autres fins telles que requis par la Loi sur la pension de la Fonction publique, etc. ***Normes de conservation et de destruction :*** Ces dossiers sont gardés jusqu'à ce que le sujet ait atteint l'âge de 80 ans. Après cette période, une partie de ces dossiers sera conservée aux Archives nationales à des fins archivistiques et le reste sera détruit. ***No. APC :*** 85-012 ***Renvoi au dossier # :*** APC CDP 170 ***Enregistrement (SCT) :*** 000557 ***Numéro de fichier :*** APC PCE 705

Anciens employés civils – dossiers sur les pensions de retraite ASC
Description : Ce fichier contient les dossiers créés par le ministère des Approvisionnements et Services afin de consigner toutes les transactions s'appliquant à la pension en vertu de la Loi sur la pension de la Fonction publique. Les anciens employés qui désirent consulter ces dossiers doivent indiquer leurs prénoms et nom de famille au complet (ainsi que leur nom de fille s'il y a lieu), leur date de naissance et leurs dates d'emploi. ***Catégorie de personnes :*** Anciens employés civils du gouvernement fédéral. ***But :*** Ce fichier sert à déterminer l'admissibilité à cotiser, à calculer le coût des cotisations dues pour les années de service antérieur et à calculer la pension payable. ***Normes de conservation et de destruction :*** Ces dossiers sont gardés jusqu'à ce que le sujet ait atteint l'âge de 80 ans. Après cette période, une partie de ces dossiers sera conservée aux Archives nationales à des fins archivistiques et le reste sera détruit. ***No. APC :*** 85-012 ***Renvoi au dossier # :*** APC CDP 170 ***Enregistrement (SCT) :*** 000556 ***Numéro de fichier :*** APC PCE 704

Système automatisé d'index PERSFILE
Description : Ce fichier identifie la localisation des dossiers contenus dans d'autres fichiers du Centre des documents du personnel. L'index automatisé contiens en plus du numéro de localisation et du statut du document, les identificateurs personnels tels que prénom(s), nom(s) de famille, date de naissance, sexe, numéro(s) d'identification, rang et type de service (militaire), dernier ministère et année de cessation (fonctionnaire). ***Catégorie de personnes :*** Anciens employés, militaires et civils du gouvernement fédéral. ***But :*** Ce fichier a pour but d'identifier et de recouvrer les dossiers conservés au Centre des documents du personnel qui concernent les anciens employés du gouvernement. ***Normes de conservation et de destruction :*** Les renseignements informatisés sont gardés pendant un mois à compter de la date à laquelle le dossier en cause a été détruit ou conservé aux Archives nationales à des fins archivistiques, tandis que ceux qui existent sur microfiches sont créés semi-annuellement et conservés pendant cinq ans pour contrôle de la qualité. ***Renvoi au dossier # :*** APC CDP 170 ***Enregistrement (SCT) :*** 000553 ***Numéro de fichier :*** APC PCE 701

Fichiers particuliers

Armée canadienne en temps de guerre, Contingent spécial et troupes régulières des Forces armées canadiennes – ordres quotidiens partie II
Description : Ce fichier contient des renseignements personnels limités qui peuvent inclure, outre le nom au complet et le numéro matricule, les comptes rendus des transactions sur le personnel, le nom de l'unité, la durée du service, etc. Les personnes qui désirent consulter ces dossiers doivent indiquer leurs prénoms et nom de famille au complet, leur numéro matricule, le nom de l'unité et la durée du service. ***Catégorie de personnes :***

l'autorisation au niveau ministériel (comme l'exige la politique) qui se rapporte aux cartes de crédit, aux voyages et aux réinstallations, et de procurer les passeports et les visas aux employés qui voyagent outre-mer. ***Usages compatibles :*** Sert aussi à l'administration des fonctions concernant les voyages et les réinstallations en ce qui a trait à l'approbation ainsi que l'obtention des passeports, des visas et des cartes de crédit. ***Normes de conservation et de destruction :*** Les dossiers sont détruits six ans après l'exercice financier durant lequel il y a eu règlement des frais de voyage ou de réinstallation, sauf pour les cartes de crédit, qui sont retenues jusqu'à la date de leur expiration. ***No. APC :*** 85-001 ***Renvoi au dossier # :*** AAC DGI 852 ***Enregistrement (SCT) :*** 002282 ***Numéro de fichier :*** AAC PPE 815

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Évaluation du rendement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Primes d'encouragement

Rémunération et avantages

Sécurité et santé au travail

Anciens Combattants Canada

Chapitre 14

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Primes d'encouragement

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Vérification de la fiabilité

Voyages et réinstallations

Archives nationales du Canada

Chapitre 15

Fichiers centraux

Anciens employés civils – dossiers de la Commission de la Fonction publique
Description : Ce fichier contient les dossiers créés par la Commission de la Fonction publique pour consigner et fournir de l'information en vue de dotation au moyen d'un répertoire. Les anciens employés qui désirent consulter ces dossiers doivent indiquer leurs prénoms et nom de famille au complet (ainsi que leur nom de fille s'il y a lieu), leur date de naissance et leurs dates d'emploi. ***Catégorie de personnes :*** Anciens employés civils du

qui enregistre l'information telle que le nom de famille, le prénom, le genre de priorité, raison de statut d'excédentaire, le ministère, la région, la direction générale, la direction, le numéro du poste, le groupe et niveau, la première langue officielle, le sexe, le nom et numéro de téléphone du conseiller en ressources humaines et si l'employé a été offert et a accepté le Programme d'Emcouragement A La Retraite Anticipée (PERA) ou le Programme De Prime De Départ Anticipé (PDA). 2) Données de parrainage consistent de la date du début et la date de la fin, leur mobilité, le lieu de travail, leur disponibilité pour travailler, leur volonté d'accepter un poste de niveau inférieur, les groupes et niveaux acceptable, le titre de leur poste actuel, leur profil des compétences, leur éducation et expérience et leur numéro de téléphone du bureau et de leur domicile. 3) Les résultats (les gestionnaires n'ont pas accès à cette écran, seulement la section des ressources humaines peuvent accéder cette écran en raison de statistiques). Ces écrans contienent des renseignements sur les employés qui ont accepter un autre poste, qui ont démissionner de la fonction publique et qui ont été mis en disponibilité, s'ils ont été recycler et à quel coût, les données sur les indemnités que l'employé a reçu telles que, combien a t'il reçu pour sa rémunération de sa période de priorité d'excédentaire, l'indemnité de cessation d'emploi, l'indemnité de cessation de service et la prime au maintien. ***Catégorie de personnes :*** Employés qui sont des priorités. ***But :*** De parrainer les employées prioritaires pour d'autres possibilités d'emploi. ***Usages compatibles :*** Il n'y a pas d'usages compatibles. ***Normes de conservation et de destruction :*** L'information est détruit après 2 ans après la dernière utilisation administrative. ***No. APC :*** 78-001 ***Renvoi au dossier # :*** AAC DRH 920 ***Enregistrement (SCT) :*** 003320 ***Numéro de fichier :*** AAC PPE 800

Télécommunications
Description : Cette banque contient, en tout ou en partie, les données suivantes concernant l'équipement et les services de télécommunications installés ou disponibles dans les bureaux du Ministère, notamment les détails sur les appels interurbains faits à partir d'un appareil du Ministère, la liste des employées autorisés à utiliser les codes d'appel pour le réseau interurbain du gouvernement et le coût qui représentent l'équipement et l'utilisation des services. On peut y trouver l'enregistrement des détails des appels effectués à partir des téléphones du gouvernement, qu'il s'agisse d'appels locaux ou interurbains. Ceci peut comprendre le numéro du poste d'origine, le numéro composé, le lieu appelé, la date et l'heure du début et de la fin de l'appel, la durée de l'appel, la voie d'acheminement et le coût. Ces données sont également disponibles pour les appels interurbains effectués à l'aide d'un code d'appel du gouvernement. Les numéros composés peuvent se rapporter à n'importe quel téléphone accessible localement ou par le réseau interurbain du gouvernement, le service d'interurbain commercial et d'autres réseaux ministériels spécialisés. Étant donné que beaucoup de numéros de téléphone ou de postes du gouvernement sont identifiés à certains employés, le mode d'appel et les numéros composés peuvent révéler des renseignements sur un fonctionnaire donné du Ministère. ***Catégorie de personnes :*** Employés du Ministère. ***But :*** La compilation de cette banque vise à faciliter la question des télécommunications. Les données d'enregistrement des appels sont recueillies dans le but de constituer une base pour le calcul et l'imputation du coût réel des services aux organismes ministériels. Elles constituent également des renseignements permettant aux gestionnaires d'unité organisationnelle de contrôler l'utilisation des services et les coûts qui s'y rapportent. ***Usages compatibles :*** Ces données sont utilisées pour la gestion quotidienne des télécommunications, grâce à la répartition des coûts réels en fonction de l'utilisation des services, et pour que les gestionnaires du Ministère soient au courant de l'utilisation des services que font leurs employés respectifs. ***Normes de conservation et de destruction :*** Ces données sont conservées pendant deux ans, sauf dans le cas de données sur les opérations financières qui sont conservées pendant six ans. ***Renvoi au dossier # :*** AAC DSI 852 ***Enregistrement (SCT) :*** 003319 ***Numéro de fichier :*** AAC PPE 827

Vérifications de la fiabilité
Description : Ce fichier réunit notamment des rapports de vérification du Centre d'information de la police canadienne (CIPC) et, le cas échéant, des fiches d'empreintes digitales, des rapports d'enquêtes et des casiers judiciaires. ***Catégorie de personnes :*** Employés actuels ou éventuels du Ministère qui n'ont pas de cote de sécurité mais dont il faut vérifier la fiabilité en raison de l'accès facile aux renseignements de nature délicate ou aux biens de grande valeur. ***But :*** Garantir que les employés actuels assujettis à cette vérification ainsi que les employés éventuels du Ministère satisfont aux normes de fiabilité et de confiance qui s'imposent pour l'exécution de leurs fonctions ou tâches. ***Usages compatibles :*** Déterminer la fiabilité des personnes. Des renseignements peuvent être divulgués à la GRC pour vérifier si les personnes en question ont un casier judiciaire. ***Normes de conservation et de destruction :*** Les documents sont conservés pendant une période de deux ans après le dernier emploi administratif (qui correspond habituellement à une mutation, une promotion ou la cessation d'emploi) et sont ensuite détruits. Sur réception d'un avis d'octroi de grâce, le casier judiciaire est immédiatement détruit. ***Renvoi au dossier # :*** AAC DRH 860 ***Enregistrement (SCT) :*** 002099 ***Numéro de fichier :*** AAC PPE 813

Voyages et réinstallations
Description : Ce fichier renferme des demandes autorisées pour les cartes de crédit du ministère et les cartes individuelles de voyage, les voyages à l'étranger, les réinstallations, les avances, les demandes de remboursement, les aménagements de voyages et les itinéraires, les renseignements sur les passeports et les visas et la correspondance concernant les voyages et les réinstallations des employés. ***Catégorie de personnes :*** Employés de l'institution. ***But :*** Obtenir

infractions. Le fichier touchant la rémunération et les avantages renferme les dossiers se rapportant aux déductions pour le paiement des frais de stationnement, tandis que les dossiers portant sur les infractions de stationnement sont conservés par la Gendarmerie royale du Canada. ***Catégorie de personnes :*** Employés de l'institution. ***But :*** Emmagasiner des renseignements pour l'administration et le contrôle des privilèges accordés en matière de stationnement. ***Usages compatibles :*** Sert aussi à émettre les permis de stationnement et à contrôler l'utilisation du stationnement. Le système de l'Administration de stationnement du Ministère est relié au système d'information sur les Ressources humaines afin d'obtenir de l'information courant sur les employées et de mettre à jour le système de l'administration de stationnement régulièrement. ***Normes de conservation et de destruction :*** Les dossiers sont détruits deux ans après l'expiration du permis, sauf les renseignements médicaux qui sont retenus au dossier de l'employé. ***No. APC :*** 85-001 ***Renvoi au dossier # :*** AAC DGI 913 ***Enregistrement (SCT) :*** 002283 ***Numéro de fichier :*** AAC PPE 816

Système d'information financière – AGRIFIN
Description : Information financière pour le Ministère. Cette information sera classifiée comme suit : responsabilité (interclassement); autorité (affectation); but (activité); projet; ligne d'exécution (nature). L'information personnelle (p.ex. adresses, numéros de téléphone, âge, sexe, statut marital, pays d'origine, citoyenneté etc.) est incluse dans AGRIFIN a l'exception du nom de l'employé. Pour les personnes qui reçoivent des paiements imposables du Ministère, leur numéro d'assurance sociale (NAS) est capturé et retenu dans AGRIFIN. ***Catégorie de personnes :*** Employés qui ne font pas partie du Ministère. ***But :*** Le NAS est requis et insere sur les feuillets et les dossiers fiscaux que le Ministere doit remettre a Revenue Canada. ***Usages compatibles :*** Se référer a "L'objectif" de la banque. ***Normes de conservation et de destruction :*** L'information demeure dans Agrifin et est reportée d'année en année. Quand l'activite prend fin, l'information est rayee du système. ***Renvoi au dossier # :*** AAC DGI 852 ***Enregistrement (SCT) :*** 002945 ***Numéro de fichier :*** AAC PPE 805

Système d'information sur les ressources humaines
Description : Ce fichier réunit des renseignements sur les postes et employés, langues officielles et rémunération. Il contient aussi les renseignements suivants : nominations, mutations, promotions, rétrogradations, antécédents professionnels, évaluations du rendement, périodes et lieu d'emploi, situation au sein de l'entreprise (numéro de poste, groupe, niveau, titre, traitement, appartenance syndicale et classification linguistique), congés, heures supplémentaires, les notations par facteur, ainsi qu'une description et le profil linguistique de chaque poste. Le fichier contient aussi des données sur le rendement, et adresse de l'employé. Les personnes qui désirent avoir accès à ce fichier doivent fournir le titre du poste ainsi que le lieu et les dates d'emploi. Ce fichier contient aussi des données sur les congés d'employés ainsi que les transactions de surtemps accumulé. Les personnes désirant avoir accès aux documents informatisés sur leur compte doivent le préciser dans leur demande. ***Catégorie de personnes :*** Tous les employés et les cadres supérieurs d'Agriculture et Agroalimentaire Canada. ***But :*** Sert à la gestion et à l'utilisation judicieuses des ressources humaines. Le code d'identification du dossier personnel (CIDP) est utilisé à des fins d'identification et afin d'assurer que l'administration de la paye et des avantages soit uniforme. Il faut inscrire le CIDP; toutefois, il peut y avoir des cas d'exception lorsqu'il y a des circonstances spéciales. ***Usages compatibles :*** Documents utilisés pour faciliter les fonctions de gestion des ressources humaines et de perfectionnement des employés comme la gestion de carrière, la dotation interne (recherches sur l'inventaire de la main-d'oeuvre, par exemple), le perfectionnement des ressources humaines et la recherche appliquée sur le personnel (prévision des taux d'attrition et de l'offre et de la demande de main–d'oeuvre, droits de la personne, équité en matière d'emploi). Les renseignements contenus dans le système d'information sur les ressources humaines sont partagés avec le système d'information sécuritaire et le système de l'administration de stationnement du Ministère afin de garder ces deux systèmes courant. Ceci est fait régulièrement. ***Normes de conservation et de destruction :*** Ces données informatisées sont mises à jour sur demande (journalier à partir d'un échange de données de ASC) ou encore en direct par certains gestionnaires. Les données sont conservées pendant 5 ans, puis transférées aux Archives Nationales du Canada. ***No. APC :*** 86-001 ***Renvoi au dossier # :*** AAC DRH 920, 923, 925, 927 ***Enregistrement (SCT) :*** 002284 ***Numéro de fichier :*** AAC PPE 814

Système de gestion de l'information de la Direction générale
Description : Ce fichier contient des renseignements personnels sur tous les employés de la Direction générale au marché et à l'industrie (DGSMI). ***Catégorie de personnes :*** Employés de la Direction générale. ***But :*** Ce fichier sert à la compilation de renseignements personnels sur tous les employés de la Direction générale pour fins administratives. ***Usages compatibles :*** Ce fichier est aussi utilisé pour maintenir un contrôle sur tous cours de formation et/ou conférences offerts aux employés de la DGSMI, ainsi que pour compilation des données pour fins de statistiques en soutien aux programmes, tels que les langues officielles. Ces données sont soumis aux gestionnaires, leurs représentants désignés, ainsi qu'aux personnels impliqués à la gestion du personnel. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant cinq ans. ***Renvoi au dossier # :*** AAC SMI 497 ***Enregistrement (SCT) :*** 002942 ***Numéro de fichier :*** AAC PPE 824

Système de placement par priorité
Description : La description du contenu: la base de données consiste de trois écrans 1) Données de base

des provinces, en fonction des divers sujets de consultation. ***Usages compatibles :*** Enregistrer le temps que les employés consacrent à conseiller les petits exploitants de fermes familiales sur le plan administratif. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant dix ans. ***No. APC :*** 72-003 ***Enregistrement (SCT) :*** 000909 ***Numéro de fichier :*** AAC PPE 801

Projets internationaux agricoles
Description : Ce fichier contient des renseignements sur les objectifs et les événements marquant des projets outre-mer exécutés par Agriculture et Agroalimentaire Canada, ainsi que les noms des personnes qui y participent et les endroits où elles travaillent. ***Catégorie de personnes :*** Employés du ministère de l'Agriculture et Agroalimentaire engagées dans les projets de l'ACDI. ***But :*** Dresser un inventaire courant du personnel de la Direction des programmes internationaux engagé dans des projets. ***Usages compatibles :*** Répartir les ressources humaines et d'évaluer l'avancement des projets. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pour toute la durée d'emploi, plus un an. ***No. APC :*** 86-001 ***Renvoi au dossier # :*** AAC SMI 492 ***Enregistrement (SCT) :*** 001857 ***Numéro de fichier :*** AAC PPE 806

Répertoire des compétences en recherche
Description : Le répertoire renferme des renseignements personnels sur les employés, tels que : nom, CIDP, classification, première langue officielle, compétences en recherche et données sur les retraites. ***Catégorie de personnes :*** Les employés de la Direction générale de la recherche appartenant à la Catégorie scientifique et professionnelle. ***But :*** Aux fins de planification des ressources humaines. Le répertoire sert à établir la population actuelle de la Direction générale appartenant à la Catégorie scientifique et professionnelle et à prévoir les besoins/la demande futurs. ***Usages compatibles :*** Planifier la demande future en matière de personnel scientifique et professionnel. ***Normes de conservation et de destruction :*** Le répertoire est mis à jour annuellement. Les documents sont conservés pendant cinq ans. ***No. APC :*** 86-001 ***Renvoi au dossier # :*** AAC DRH 921 ***Enregistrement (SCT) :*** 002700 ***Numéro de fichier :*** AAC PPE 803

Répertoire des ressources humaines
Description : Ce fichier contient des renseignements personnels sur tous les employés de la Direction générale du développement agricole du ministère de l'Agriculture et Agroalimentaire. ***Catégorie de personnes :*** Employés de la Direction générale du développement agricole, ministère de l'Agriculture et Agroalimentaire. ***But :*** L'information a été recueillie pour la gestion du personnel et sert de banque de données pour le Système d'information de gestion de la Direction générale. ***Usages compatibles :*** Contrôler la participation de tous les employés de la Direction générale aux cours de formation, aux conférences et aux projets. Sert également à des fins de statistique dans l'exécution de programmes tels que l'action positive, la parité salariale et les langues officielles. L'information est présentée aux Chefs décisionnaires, leurs représentants, ainsi qu'au personnel de la Gestion du personnel. Aucune information n'est donnée à l'extérieur. ***Normes de conservation et de destruction :*** Les dossiers sont conservés tant que l'employé travaille à la Direction générale du développement agricole, plus deux ans. Ensuite les renseignements sont transférés aux Archives nationales du Canada. ***No. APC :*** 86-001 ***Renvoi au dossier # :*** AAC DRH 860, 921 ***Enregistrement (SCT) :*** 002095 ***Numéro de fichier :*** AAC PPE 812

Répertoire des ressources humaines pour affectations internationales – employés
Description : Ce fichier contient des renseignements personnels, études, expertise, expérience, emploi international, connaissances linguistiques, lesquels sont conservés sur dBase III et documents à l'appui. ***Catégorie de personnes :*** Employés d'Agriculture et Agroalimentaire Canada. ***But :*** Établir et maintenir un inventaire des employés du ministère qui aimeraient avoir un emploi à l'extérieur du Canada avec les organisations bilatérales ou multilatérales y compris les projets de développement exécutés par Agriculture et Agroalimentaire Canada. ***Usages compatibles :*** Faire des recherches en vue d'identifier des candidats parmi les employés du Ministère pour combler des postes vacants. Ces renseignements sont partagés avec les différentes directions, ministères et gouvernements au niveau international, avec le consentement des intervenants et du candidat. ***Normes de conservation et de destruction :*** Les documents sont conservés pendant 2 ans. ***Renvoi au dossier # :*** AAC SMI 492 ***Enregistrement (SCT) :*** 002702 ***Numéro de fichier :*** AAC PPE 823

Saisie-arrêt
Description : Ce fichier contient de la documentation concernant les fonds relatifs à la saisie-arrêt et à la distraction. ***Catégorie de personnes :*** Employés du ministère de l'Agriculture et Agroalimentaire au sujet desquels des mesures de saisie-arrêt et de distraction de fonds ont été prises. ***But :*** Permettre, conformément à la Loi sur la saisie-arrêt et la distraction de pensions, de procéder à la distraction des fonds. ***Usages compatibles :*** Sert également à approuver les retenues des salaires. ***Normes de conservation et de destruction :*** Les dossiers sont gardés deux ans après que la dette ait été payée. Si l'employé change de ministère avant que la dette soit payée, son dossier le suit; si l'employé change de ministère après que la dette ait été payée, le dossier est gardé au ministère de l'Agriculture et Agroalimentaire pendant deux ans, puis détruit. ***No. APC :*** 86-001 ***Renvoi au dossier # :*** AAC DRH 925 ***Enregistrement (SCT) :*** 002048 ***Numéro de fichier :*** AAC PPE 807

Stationnement
Description : Ce fichier contient les demandes de permis et la correspondance concernant le stationnement de véhicules à moteur dans les lieux qui sont loués par l'État ou qui lui appartiennent, les renseignements médicaux employés pour émettre les permis de stationnement réservé aux handicapés et les

Formation et perfectionnement
Description : Ce fichier comprend les données suivantes : les demandes pour suivre les cours et évaluations, le numéro d'assurance sociale, certificats, les dossiers concernant le paiement des frais, la correspondance connexe à la participation des employés à des cours de formation et de perfectionnement parrainés par le gouvernement ou par des organismes privés. Il convient de signaler que les dossiers relatifs à la participation et aux résultats obtenus sont joints aux dossiers personnels des employés et que l'on trouve dans le fichier concernant les évaluations de rendement les renseignements touchant le besoin en perfectionnement pour chaque employé en vue d'améliorer son rendement. ***Catégorie de personnes :*** Employés de l'institution. ***But :*** Fournir de la documentation pour l'administration des programmes de formation et de perfectionnement au sein des ministères et organismes fédéraux. Le Numéro d'assurance sociale (NAS) est utilisé à des fins d'identification et afin d'assurer que l'administration de la paye et des avantages soit uniforme. Il faut inscrire le NAS; toutefois, il peut y avoir des cas d'exception lorsqu'il y a des circonstances spéciales. ***Usages compatibles :*** Approuver et inscrire la participation des employés à des cours de formation et de perfectionnement et confirmer les réalisations des employés. ***Normes de conservation et de destruction :*** Les dossiers peuvent être détruits deux ans après la fin des cours de formation et de perfectionnement suivis par un employé. ***No. APC :*** 85-001 ***Renvoi au dossier # :*** AAC DRH 927 ***Enregistrement (SCT) :*** 000917 ***Numéro de fichier :*** AAC PPE 810

Groupe de la Direction – Documents du Personnel
Description : Ce fichier contient de l'information personnelle, telle que CIDP, nom, direction générale, groupe et niveau, statut, début du statut, fin du statut, région, lieu, sexe, langue, nomination au niveau, nomination au poste, nomination à la région, nom du superviseur, cours d'orientation, évaluation de rendement à partir de la date de nomination au groupe de la direction jusqu'à présent. ***Catégorie de personnes :*** Membres du groupe de la direction à Agriculture et Agroalimentaire Canada. ***But :*** Pour aider dans la dotation des membres du groupe de la direction. ***Usages compatibles :*** Pour mettre à jour et maintenir l'information pertinente à la dotation des membres du groupe de la direction. ***Normes de conservation et de destruction :*** Les documents sont conservés pendant 2 ans. ***No. APC :*** 86-001 ***Renvoi au dossier # :*** AAC DRH 860 ***Enregistrement (SCT) :*** 002698 ***Numéro de fichier :*** AAC PPE 819

Profile de gestion
Description : Collecte de données sur les facteurs connaissances et l'identification des différences globales entre les habilités de gestion d'un individu et le profile. ***Catégorie de personnes :*** Tous les employés d'Agriculture et Agroalimentaire Canada dans des postes de niveau EX moins 2 jusqu'au niveaux supérieur du groupe de la direction. ***But :*** Le but de l'identification de cette différence discuté ci-dessus, est de fournir aux gestionnaires, à tous les niveaux des possibilités de grandir, professionnellement et personnellement en mettant l'emphase sur les habilités spécifiques de formation et de perfectionnement. ***Usages compatibles :*** Même que pour 'But'. ***Normes de conservation et de destruction :*** Conservation minimum de 5 ans. ***No. APC :*** 86-001 ***Renvoi au dossier # :*** AAC DRH 860 ***Enregistrement (SCT) :*** 002946 ***Numéro de fichier :*** AAC PPE 820

Programme d'équité en matière d'emploi
Description : La banque renferme des renseignements sur les employés notamment sur leur classification, direction générale, situation de travail (Statut d'emploi, temporaire etc.). Ces renseignements ont été recueillis grâce à des questionnaires volontaires. On demande aux répondants d'indiquer leur sexe; s'ils sont autochtones ou non, s'ils ont un handicap ou s'ils font partie d'une minorité visible. Le nom et le code d'identification du dossier personnel (CIDP) peuvent être utiles pour identifier les employés mais ils sont demandés sur une base volontaire. ***Catégorie de personnes :*** Employés du ministère ***But :*** Ce fichier contient toute la documentation nécessaire à la mise en oeuvre de la politique en matière d'équité en matière d'emploi pour tous les ministères et organismes fédéraux assujettis à l'Annexe 1 de la Partie 1 de la Loi sur les relations de travail dans la Fonction publique. C'est grâce à ces renseignements qu'il est possible d'avoir toutes les données au sujet des employés, présentées selon leur sexe et leur groupe désigné (femmes, autochtones, les personnes handicapés physiques et mentales et minorités visibles). Le code d'identification du dossier personnel (CIDP) est utilisé à des fins d'identification et afin d'assurer que l'administration de la paye et des avantages soit uniforme. Il faut inscrire le CIDP. ***Usages compatibles :*** Les renseignements recueillis seront utilisés dans le cadre des programmes d'équité d'emploi du gouvernement afin de déterminer s'il y a discrimination systémique dans l'embauche, de l'éliminer s'il y a lieu et d'introduire des mesures temporaires spéciales qui permettront aux groupes désignés d'être admis et d'être représentés (et distribués) d'une manière équitable dans la Fonction publique fédérale. Les renseignements peuvent également être utilisés pour la formation, le perfectionnement, la planification et l'établissement de la politique connexe à l'équité (en matière) d'emploi. ***Normes de conservation et de destruction :*** Mise à jour effectuée sur une base trimestrielle. ***No. APC :*** 85-001 ***Renvoi au dossier # :*** AAC DRH 860 ***Enregistrement (SCT) :*** 003648 ***Numéro de fichier :*** AAC PPE 818

Programme de développement des petites exploitations
Description : Ce fichier comprend le nom et le numéro d'identité des employés; la date des visites et l'endroit; les sujets de consultation et le temps accordé, en pourcentage. ***Catégorie de personnes :*** Employés du Ministère. ***But :*** Fournir des renseignements sur l'emploi du temps des employés du Ministère détachés auprès

Les renseignements contenus dans les dossiers d'un employé peuvent être utilisés aux fins suivantes : prendre des décisions ayant trait à la dotation, aux présences et aux congés, à la rémunération et aux avantages, à la formation et au perfectionnement, à l'hygiène et à la sécurité professionnelles, aux langues officielles, à la discipline, au niveau de sécurité, et lorsque les renseignements touchant un domaine peuvent influer sur une décision prise dans un autre domaine. Dans les cas susmentionnés, le fichier contient des renseignements succincts et connexes à des renseignements plus détaillés trouvés dans d'autres fichiers. Ces renseignements peuvent être utilisés, pourvu que ce soit d'une manière conforme aux usages prévus, afin d'assurer que les mesures prises en matière de personnel au sein des ministères et organismes fédéraux soient coordonnées dans le meilleur intérêt de l'employé et de l'employeur. C'est l'organisme ou le ministère pour lequel l'employé travaille présentement qui exerce le contrôle sur le dossier personnel de ce dernier. Ce fichier renferme des renseignements concernant les caractéristiques personnelles, notamment l'âge et le sexe, le code d'identification du dossier personnel (CIDP); l'adresse domiciliaire, la citoyenneté, les études (diplômes, certificats et bulletins), les emplois antérieurs non gouvernementaux, le curriculum vitae et les références, l'emplacement de l'organisme ou du ministère, les nominations, les mutations, les promotions et les rétrogradations, les périodes d'emploi, notamment les stages, les mises à pied et la durée de l'emploi, la classification, notamment les numéros de poste, les groupes, les niveaux, les titres et les traitements, les pensions et les assurances, notamment les noms des bénéficiaires, les appréciations de rendement; et peut contenir des renseignements sur les compétences linguistiques et sur les congés et les absences. On peut également y trouver, le cas échéant, des renseignements concernant le service militaire, y compris les périodes et les domaines de service, les exclusions des négociations collectives, notamment le statut d'un employé désigné et l'identification d'un agent de négociation, les réalisations professionnelles, y compris les publications, les brevets et les primes, les passeports et les permis d'armes à feu nécessaires pour occuper le poste, la fin de l'emploi, notamment les certificats et les raisons du départ de l'employé. Le dossier individuel d'un employé comprend des résumés de décisions concernant la dotation, les présences et les congés, la rémunération et les avantages, la formation et le perfectionnement, les décisions concernant les indemnités et l'aptitude au travail, les langues officielles, la discipline, et les autorisations sécuritaires. On trouve toutefois les renseignements principaux concernant ces sujets dans les autres fichiers ordinaires décrits ci-après. Il se peut que le dossier individuel de l'employé ne comprenne pas les renseignements personnels utilisés pour prendre des décisions dans les domaines susmentionnés. ***Catégorie de personnes :*** Employés du Ministère. ***But :*** Fournir de la documentation et de donner des autorisations pour les nominations, les mutations, les promotions, les rétrogradations, la fin de l'emploi et les pensions de retraite. ***Usages compatibles :*** Identifier les décisions relatives à la dotation, aux présences et aux congés, à la rémunération et aux avantages, à la formation et au perfectionnement, à l'hygiène et à la sécurité professionnelles, aux langues officielles, à la discipline, aux autorisations sécuritaires ainsi qu'à la vérification des références professionnelles. Ces renseignements servent également à Approvisionnements et Services Canada, car ils facilitent le paiement des traitements; aux divers régimes d'assurance-maladie provinciaux; aux assureurs de groupe; aux syndicats (retenue des cotisations); et à Santé nationale et Bien-être social (aux fins des pensions). ***Normes de conservation et de destruction :*** Les dossiers sont gardés par l'organisme ou le ministère pour lequel travaille actuellement l'employé pour toute la durée d'emploi, plus un an. Le dossier suit l'employé, s'il est transféré à un autre ministère. Après cette période, les renseignements sont transférés aux Archives nationales du Canada et sont gardés jusqu'à ce que l'employé ait atteint l'âge de 70 ans ou jusqu'à deux ans après le décès de l'employé; après quoi, le dossier est détruit, pourvu que deux ans se soient écoulés depuis la dernière utilisation à des fins administratives des renseignements en question. Quant aux dossiers relatifs à des mesures disciplinaires, la durée de conservation est mentionnée dans les conventions collectives pertinentes, ou elle est de trois ans suivant la date à laquelle les mesures disciplinaires ont été prises, pour autant qu'aucune autre mesure disciplinaire n'ait été prise depuis. Lorsque les mesures disciplinaires ont été annulées, c'est l'organisme ou le ministère qui voit à ce que le document touchant cette mesure soit immédiatement détruit. Pour tous les renseignements jugés de nature historique ou qui ont une valeur sur le plan des archives, c'est l'archiviste fédéral qui décide quels dossiers seront conservés en permanence par les Archives nationales du Canada. ***No. APC :*** 85-001 ***Renvoi au dossier # :*** AAC DRH 860 ***Enregistrement (SCT) :*** 000913 ***Numéro de fichier :*** AAC PPE 808

Enquêtes internes

Description : Le fichier contient des rapports d'enquêtes et de la correspondance entre les fonctionnaires du Ministère concernant la confirmation ou la réfutation d'allégation relativement aux employés. ***Catégorie de personnes :*** Employés actuels ou anciens de la Direction générale de la production et de l'inspection des aliments. ***But :*** Inscrire tous les renseignements concernant l'inconduite alléguée ou soupçonnée d'un employé en ce qui a trait à toute violation des lois et règlements d'Agriculture et Agroalimentaire Canada ou d'autres lois qui pourrait être nuisible au Ministère. ***Usages compatibles :*** Déterminer les mesures à prendre y compris les mesures disciplinaires et les poursuites judiciaires. ***Normes de conservation et de destruction :*** Les documents sont détruits cinq ans après que les dossiers sont fermés. ***No. APC :*** 86-001 ***Renvoi au dossier # :*** AAC DRH 860 ***Enregistrement (SCT) :*** 002094 ***Numéro de fichier :*** AAC PPE 811

Agriculture et Agroalimentaire Canada

Chapitre 13

Fichiers particuliers

Affectations interministérielles

Description : Ce fichier renferme des renseignements sur des employés en affectation temporaire dans d'autres ministères tel leur nom, leur curriculum vitae, le protocole d'entente de l'affectation, l'autorisation écrite des ententes. ***Catégorie de personnes :*** Employés du Ministère d'Agriculture et agroalimentaire et de différents ministères présentement en affectation temporaire. ***But :*** Pour s'assurer que les points énumérés dans le protocole d'entente de l'affectation soient respectés. ***Usages compatibles :*** Les renseignements sont utilisés à titre d'information, pour des fins de statistiques et pour des fins de planification en ressources humaines. ***Normes de conservation et de destruction :*** L'information est conservée pour trois années après la fin de l'entente. ***No. APC :*** 86-001 ***Renvoi au dossier # :*** AAC DRH 927 ***Enregistrement (SCT) :*** 002699 ***Numéro de fichier :*** AAC PPE 821

Autorisations sécuritaires

Description : Ce fichier contient tous les antécédents personnels; les résumés des enquêtes faites par le Service Canadien des renseignements de sécurité (SCRS), auparavant le Service de sécurité de la Gendarmerie royale du Canada (GRC); des cartes d'empreintes digitales; les antécédents criminels; le numéro d'assurance sociale; les séances de briefing et la correspondance connexe à la cote de sécurité attribuée aux personnes travaillant ou demandant à travailler au ministère de l'Agriculture et Agroalimentaire en vertu d'une nomination, d'une affectation, ou d'un contrat. Les avis de cote de sécurité peuvent être versés au dossier personnel de l'employé. Tous les détails des enquêtes réalisées par le SCRS sont conservés dans un fichier du SCRS. ***Catégorie de personnes :*** Les personnes travaillant ou demandant à travailler au ministère de l'Agriculture et Agroalimentaire en vertu d'une nomination, d'une affectation ou d'un contrat. ***But :*** Ce fichier vise à consigner les renseignements sur la détermination du niveau approprié de sécurité pour les personnes travaillant ou demandant à travailler au ministère de l'Agriculture et Agroalimentaire en vertu d'un nomination, d'une affectation ou d'un contrat et dont le poste nécessite une cote de sécurité. Il peut également servir à déterminer la cote de sécurité et à fournir des renseignements nécessaire à l'administration des mesures de sécurité du gouvernement. Lorsque le ministère de l'Agriculture et Agroalimentaire prend une décision concernant la cote de sécurité, il ne peut consulter que les renseignements contenus dans ce fichier et ne peut pas consulter les renseignements obtenus à la suite d'enquêtes contenus dans le fichier. ***Usages compatibles :*** Étayer les décisions se rapportant à des mutations, à des promotions, à des mesures disciplinaires et à la cessation d'emploi. Le système d'information sécuritaire du Ministère est relié au système d'information sur les ressources humaines afin d'obtenir de l'information courant sur les employées et de mettre à jour le système d'information sécuritaire régulièrement. ***Normes de conservation et de destruction :*** Les dossiers sont détruits deux ans après que l'employé a quitté l'emploi. ***Renvoi au dossier # :*** AAC DGI 852 ***Enregistrement (SCT) :*** 002943 ***Numéro de fichier :*** AAC PPE 826

Comptabilité des dépenses (employés)

Description : Ce fichier réunit les documents suivants : réclamations, autorisations, rapports des dépenses, reçus, demandes de chèque, avances,correspondance et autres pièces justificatives visant le remboursement de dépenses et de frais, le règlement des réclamations et d'autres paiements. ***Catégorie de personnes :*** Employés du Ministère réclamant des frais de déplacement et de logement, des frais de réinstallation, des frais d'inscription à des cours, des cotisations à des associations et d'autres paiements. ***But :*** Fichier utilisé pour le paiement des réclamations et des factures aux personnes mentionnées ci-dessus. Le Numéro d'assurance sociale est utilisé à des fins d'identification et afin d'assurer que l'administration de la paye et des avantages soit uniforme. Il faut inscrire le NAS; toutefois, il peut y avoir des cas d'exception lorsqu'il y a des circonstances spéciales. ***Usages compatibles :*** Sert également à émettre des déclarations de gains imposables aux fins de l'impôt sur le revenu. ***Normes de conservation et de destruction :*** Les dossiers sont conservés six ans. ***No. APC :*** 86-001 ***Renvoi au dossier # :*** AAC DGI 914 ***Enregistrement (SCT) :*** 002285 ***Numéro de fichier :*** AAC PPE 817

Demande de dossier pour mutation

Description : Le fichier central d'information renferme les demandes de mutation des employés de l'Agriculture ainsi que d'autres ministères. Ces dossiers peuvent contenir des curriculum vitae. Aussi des examens du rendement et l'évaluation de l'employé peuvent être inclus. ***Catégorie de personnes :*** Employés de l'Agriculture et Agroalimentaire Canada et les autres ministères. ***But :*** Le fichier central fournit une banque d'information qui sert à doter des postes dans une institution gouvernementale. ***Usages compatibles :*** Afin de sélectionner des candidats pour doter des postes sur une base de mutation à l'intérieur d'Agriculture et agroalimentaire Canada. ***Normes de conservation et de destruction :*** Les documents sont conservés pendant 2 ans. ***No. APC :*** 86-001 ***Renvoi au dossier # :*** AAC DRH 860 ***Enregistrement (SCT) :*** 002701 ***Numéro de fichier :*** AAC PPE 822

Dossier personnel d'un employé

Description : Ce fichier contient le dossier sommaire de toutes les périodes d'emploi d'une personne au sein des ministères et organismes fédéraux. Ce dossier est conservé afin de faciliter l'administration du personnel.

cette période, ils sont détruits. ***Enregistrement (SCT) :*** 003378 ***Numéro de fichier :*** ACA PPE 803

Formation et perfectionnement
Description : Ce fichier contient des données personnelles ainsi que des demandes de formation et des évaluations des cours; le numéro d'assurance sociale; les résultats d'examens et les certificats; un registre de paiement et de la correspondance reliée à la participation d'employés à des activités de formation, offertes par des organismes gouvernementaux ou non gouvernementaux; un registre de tous les cours approuvés pour les employés sous forme de plan de formation annuel; un registre de la formation que le Ministère donne sous forme de cours maison; l'information requise par l'organisme central aux fins de préparation de rapports, notamment les formules (coût de la formation et rapports sur les ressources humaines en formation) détaillant les ressources utilisées (financières et humaines) en ce qui a trait à la formation; un registre sur les employés qui sont en congé d'étude prolongé, CAP et autres programmes spéciaux de perfectionnement. Cet information inclut les curriculum vitae, les vérifications de l'évaluation, les accords de retour pour service rendu, et les formules portant l'approbation du service de gestion; des formules d'autorisation d'activités de formation; la liste des participants au programme CAP; la liste des participants au programme de congés d'études; la liste des participants aux programmes d'échange; la liste des participants aux congés de perfectionnement professionnel. Ce fichier concerne les employés de l'APECA et les autres fonctionnaires qui ont assisté ou qui ont travaillé en tant qu'instructeurs à des cours donnés par l'APECA. ***Catégorie de personnes :*** Ce fichier sert à l'administration de programmes sur la formation et le perfectionnement des employés de l'APECA et à la préparation des dossiers soumis à l'approbation du Comité des ressources humaines. ***But :*** Il sert également aux organismes centraux dans l'administration du système de données sur la formation et des programmes de perfectionnement. Ce fichier sert aussi à inscrire les employés à des cours; à tenir un registre des cours suivis; à faciliter le suivi concernant le paiment; à fournir au Conseil du Trésor toute l'information reliée aux activités de formation; à fournir au service de gestion toute l'information concernant la formation suivie par un employé et les activités du programme de formation. ***Normes de conservation et de destruction :*** Les dossier sont détruits deux ans après la fin des cours de formation et de perfectionnement suivis par un employé. ***Enregistrement (SCT) :*** 003381 ***Numéro de fichier :*** ACA PPE 802

Présences et congés
Description : Ce fichier contient tous les renseignements concernant les demandes de congé et les rapports de présence approuvés et des notes sur les certificats médicaux qui justifient les absences.

Agence spatiale canadienne
Chapitre 12

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Primes d'encouragement

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Vérification de la fiabilité

Voyages et réinstallations

Agence canadienne d'évaluation environnementale
Chapitre 9

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Dotation

Évaluation du rendement

Formation et perfectionnement

Langues officielles

Présences et congés

Primes d'encouragement

Rémunération et avantages

Voyages et réinstallations

Agence canadienne de développement international
Chapitre 10

Fichiers particuliers

Programme d'aide à l'emploi pour les conjoints
Description : Ce répertoire vise les conjoint(es) des employés de l'ACDI susceptibles d'être affectés outre-mer dans un pays en voie de développement. Ce fichier renferme des renseignements sur les études et l'expérience de ces personnes. Ce dossier mentionne également les projets de carrière. ***Catégorie de personnes :*** Conjoint(es) des employés de l'ACDI offrant des profils très variés ***But :*** Ce répertoire permet de proposer aux organismes non-gouvernementaux oeuvrant dans les divers pays du tiers-monde, des personnes qualifiées dans divers domaines professionnels. L'information recueillie permettra de constituer et d'établir un répertoire informatique grâce auquel les candidat(es) pourront être plus facilement identifié(es) lors des ouvertures dans les organismes. ***Normes de conservation et de destruction :*** Ces renseignements sont classés au niveau "protégé" et seront enlevés au fur et à mesure que les employés quitteront l'ACDI. ***Enregistrement (SCT) :*** 003420 ***Numéro de fichier :*** IDA PPE 805

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Autorisations sécuritaires

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Stationnement

Voyages et réinstallations

Agence de promotion économique du Canada atlantique
Chapitre 11

Fichiers particuliers

Évaluation et examen du rendement de l'employé
Description : Ce fichier contient des renseignements sur le rendement de chacun des employés en ce qui a trait aux habiletés, aptitudes et réalisations. ***Catégorie de personnes :*** Le fichier contient des copies des rapports d'évaluation annuels, lesquels comprennent les évaluations de l'employé, des résumés d'examens de rendement, des objectifs de travail, de formation et de perfectionnement. ***But :*** Les renseignements concernent tous les employés de l'APECA et ils servent à déterminer les taux annuels de rémunération et à produire des données statistiques. Le fichier sert aussi à déterminer les besoins en matière de formation et de perfectionnement. ***Normes de conservation et de destruction :*** Les dossiers de tous les employés doivent être conservés pendant une période de cinq ans. Après

but d'emmagasiner des renseignements détaillés sur toutes les missions canadiennes à l'étranger, y compris des dossiers traitant de la protection du personnel, de l'information et des biens du gouvernement canadien. ***Normes de conservation et de destruction :*** Les dossiers sont conservés indéfiniment. ***Enregistrement (SCT) :*** 000352 ***Numéro de fichier :*** AEC PPE 802

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Autorisations sécuritaires

Cartes d'identité et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Griefs

Harcèlement

Accidents d'automobile, de bateau, d'embarcation et d'avion

Mesures disciplinaires

Présences et congés

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Affaires indiennes et du Nord Canada

Chapitre 8

Fichiers particuliers

Programme du réaménagement des effectifs
Description : Ce fichier contient des renseignements personnels sur les employés qui jouissent d'une priorité de dotation telle que définie dans la Loi sur l'emploi dans la Fonction publique ainsi que ceux qui ont reçu une priorité administrative de la Commission de la Fonction publique. Les renseignements contenus dans ce fichier sont : les études; les antécédents professionnels; la formation et le perfectionnement; les endroits au Canada où l'employé est prêt à déménager; le consentement à accepter un poste de niveau inférieur; et l'adresse personnelle. Le numéro d'assurance sociale peut servir à identifier les employés. Ces renseignements sont recueillis par l'intermédiaire de questionnaires, d'entrevues ou de curriculum vitae. ***Catégorie de personnes :*** Employés du Ministère. ***But :*** Ce fichier fournit aux agents du personnel la documentation qui facilitera le placement à travers le pays des employés jouissant d'une priorité de dotation au sein de la Fonction publique du Canada. Il sert aussi à étayer les décisions relatives au placement d'employés prioritaires à des postes au sein du Ministère ou dans d'autres ministères et agences. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant trois ans après le placement de l'employé jouissant d'une priorité de dotation. ***No. APC :*** 85-001 ***Renvoi au dossier # :*** AIN DRH 921 ***Enregistrement (SCT) :*** 002541 ***Numéro de fichier :*** AIN PPE 801

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Garderie en milieu de travail

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Primes d'encouragement

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

sur place par les missions canadiennes à l'étranger. ***But :*** Ce fichier a pour but d'emmagasiner des renseignements concernant l'administration relative aux employés recrutés sur place par les missions canadiennes dans les pays hôtes. ***Normes de conservation et de destruction :*** Les dossiers conservés dans les missions sont détruits six mois après le départ d'un employé. L'administration centrale conserve les dossiers conformément à la politique ministérielle applicable. ***Enregistrement (SCT) :*** 000351 ***Numéro de fichier :*** AEC PPE 801

Langues officielles
Description : Ce fichier contient les inscriptions aux cours et des renseignements relatifs aux présences; des demandes de formation linguistique comprenant des données personnelles de base utilisées à des fins d'identification, comme la première langue officielle de l'employé, sa date de naissance et son numéro d'assurance sociale; les résultats des évaluations de langue seconde (ELS); les certificats de formation et la correspondance concernant les qualifications de l'employé en matière de langues officielles. Le fichier peut également comprendre un double du formulaire destiné au Système d'information sur les langues officielles (SILO) et au Module de formation linguistique (MFL). Les examens linguistiques, les dossiers concernant la formation et les exemptions sont joints au dossier personnel de l'employé. On trouve également des données semblables dans les fichiers particuliers de la Commission de la Fonction publique et du Secrétariat du Conseil du Trésor. ***Catégorie de personnes :*** Employés du Ministère. ***But :*** Ce fichier a pour but de fournir de la documentation nécessaire à l'administration des politiques en matière de langues officielles relatives aux employés de la Fonction publique fédérale. Il vise à justifier et à étayer les décisions touchant les qualifications en matière de langues officielles et les épreuves linguistiques, ainsi qu'à justifier le besoin en formation linguistique et à confirmer les réalisations des employés. ***Usages compatibles :*** Étayer et justifier les décisions concernant chaque employé, en matière de dotation, d'admissibilité à la prime au bilinguisme, de mutations et de promotions; déterminer le statut linguistique de l'employé et de vérifier l'administration des programmes relatifs aux langues officielles. L'accès à cette banque de données est bilingue. ***Normes de conservation et de destruction :*** Les dossiers sont détruits deux ans après la date de la dernière justification. ***Enregistrement (SCT) :*** 000358 ***Numéro de fichier :*** AEC PPE 803

Programme d'équité en matière d'emploi
Description : Ce fichier contient des renseignements personnels sur les employés, notamment sur leurs études, leurs antécédents professionnels et leurs projets de carrière, leur formation et leur perfectionnement; les renseignements sont recueillis au moyen de questionnaires ou d'entrevues, ou compilés à partir des dossiers des employés ou des systèmes de données automatisés. Les répondants doivent indiquer s'ils sont autochtones, s'ils souffrent d'un handicap permanent ou s'ils font partie d'un groupe minoritaire visible. Le numéro d'assurance sociale ou un numéro d'employé peut servir à identifier les employés lorsque les ministères et organismes fédéraux ne peuvent utiliser un questionnaire anonyme ou lorsqu'il est nécessaire d'avoir ces indicatifs afin de pouvoir trouver le dossier de l'employé. ***Catégorie de personnes :*** Employés du Ministère. ***But :*** Ce fichier contient toute la documentation nécessaire à la mise en oeuvre de la politique d'équité en matière d'emploi pour tous les ministères et organismes fédéraux assujettis à l'annexe 1 de la partie 1 de la Loi sur les relations de travail dans la Fonction publique. Le fichier permet d'avoir toutes les données au sujet des employés, présentées selon leur sexe et leur groupe cible (femmes, autochtones, handicapés physiques et mentaux et membres de minorités visibles). Ces renseignements sont utilisés pour réaliser un profil personnel des employés et comparer la situation des membres des groupes cibles avec celle des autres groupes au sein d'une institution fédérale et avec celle des groupes équivalents sur le marché du travail. Le numéro d'assurance sociale ou le numéro de l'employé peut servir à établir un lien entre les renseignements contenus dans ce fichier et ceux conservés dans un autre fichier comprenant des renseignements sur les employés (par exemple, le Système d'information pour la gestion du personnel) et ce, à des fins statistiques et lorsque la conservation de tels renseignements est conforme aux usages pour lesquels les renseignements personnels ont été recueillis. ***Usages compatibles :*** Les renseignements recueillis sont utilisés dans le cadre des programmes d'équité en matière d'emploi du gouvernement, afin de déterminer s'il y a discrimination systémique dans l'embauche et de l'éliminer s'il y a lieu, d'évaluer les progrès du programme et d'introduire des mesures temporaires spéciales qui permettront aux groupes cibles d'être admis et d'être représentés d'une manière équitable au sein de la fonction publique fédérale. Les renseignements peuvent également être utilisés pour l'établissement des politiques et la planification concernant l'équité en matière d'emploi. ***Normes de conservation et de destruction :*** Les critères de destruction pour les documents contenus dans ce fichier n'ont pas encore été établis. ***Enregistrement (SCT) :*** 000370 ***Numéro de fichier :*** AEC PPE 805

Sécurité personnelle et fiabilité des employés du ministère des Affaires étrangères et du Commerce international
Description : Ce fichier contient des renseignements détaillés sur toutes les missions canadiennes à l'étranger, y compris des dossiers traitant de la protection du personnel, de l'information et des biens du gouvernement. Les renseignements contenus dans le fichier proviennent des employés du gouvernement fédéral et de tiers au Canada et à l'étranger. Le nom des employés ne figure qu'accessoirement, à titre de source, par exemple, le but n'étant pas de constituer des dossiers à leur sujet. ***Catégorie de personnes :*** Fonctionnaires fédéraux qui ont été affectés à une mission canadienne à l'étranger. ***But :*** Ce fichier a pour

Affaires étrangères et Commerce international Canada

Chapitre 7

Fichiers centraux

Gestion du personnel : nominations d'employés n'appartenant pas au ministère des Affaires étrangères et du Commerce international
Description : Ce fichier contient des dossiers sur les personnes qui ont été affectées à une mission à l'étranger ainsi que des renseignements quant à leur nomination, à leurs caractéristiques personnelles et aux arrangements administratifs pris à leur intention en prévision de l'affectation. ***Catégorie de personnes :*** Fonctionnaires fédéraux qui ne travaillent pas au ministère des Affaires étrangères et du Commerce international (MAECI) et qui ont été affectés à une mission à l'étranger. ***But :*** Ce fichier a pour but d'emmagasiner des renseignements portant sur les principes et méthodes applicables à l'affectation à une mission diplomatique canadienne à l'étranger de fonctionnaires fédéraux qui ne travaillent pas au MAECI. ***Normes de conservation et de destruction :*** Les renseignements sont conservés en mémoire pendant deux ans après la fin de l'affectation, puis ils sont détruits. ***Enregistrement (SCT) :*** 000350 ***Numéro de fichier :*** AEC PCE 701

Fichiers particuliers

En 1990, le Ministère a commencé à élaborer une base de données électronique complète de banques de renseignements personnels concernant ses employés permutants et non permutants. Le système, connu sous le nom d'INFONNEL (Information/Personnel), regroupera les banques de données existantes en un système tout en continuant d'appliquer à certaines données le principe de l'accès sélectif. La base de données intégrée est nécessaire pour une administration efficace, notamment du service permutant. Les banques touchées, dans la mesure où elles s'appliquent au personnel permutant, sont AEC PPE 802, AE PP 803, AEC PPE 804, AEC PPE 805, AEC PPE 806, AEC PPU 045, et les banques standards AEC PSE 901, PSE 902, PSE 903, PSE 904, PSE 910, PSE 911, PSE 913, PSE 915; le nom «INFONNEL» suit le titre de chaque banque.

Évaluation du rendement
Description : Ce fichier contient des évaluations, des rapports et de la correspondance concernant le rendement de l'employé au travail (habiletés, aptitudes, réalisations et intérêts). ***Catégorie de personnes :*** Employés du Ministère. ***But :*** Ce fichier contient des renseignements concernant le niveau de rendement de chacun des employés des ministères et organismes fédéraux. Il vise à déterminer le rendement de chacun des employés, et à faciliter les décisions en ce qui a trait aux besoins de formation et de perfectionnement, aux approbations de la rémunération au rendement, aux augmentations annuelles, au maintien en fonction, à la prolongation de la période de stage et au renvoi pendant un stage. ***Usages compatibles :*** Étayer les décisions ayant trait aux promotions, aux mutations, aux rétrogradations, à l'aide aux employés, aux mesures disciplinaires et à la cessation d'emploi. ***Normes de conservation et de destruction :*** Pour le groupe exécutif et les agents permutants, les évaluations sont gardées pour toute la durée de l'emploi, et transférées ensuite aux Archives nationales du Canada. Les dossiers sont conservés pendant une période de dix ans pour les employés qui sont inscrits dans le Système d'information des ressources de gestion et pendant une période de trois ans pour les autres employés. Après cette période, les dossiers sont détruits. ***Enregistrement (SCT) :*** 000364 ***Numéro de fichier :*** AEC PPE 804

Formation et perfectionnement
Description : Ce fichier contient des renseignements personnels, notamment les demandes de formation et les évaluations subséquentes; le numéro d'assurance sociale; les résultats des examens et certificats; les dossiers concernant le paiement des frais; la correspondance relative à la participation des employés à des cours de formation et de perfectionnement parrainés par le gouvernement ou par des organismes privés. Il convient de signaler que les dossiers relatifs à la participation et aux résultats obtenus sont joints aux dossiers personnels des employés et que l'on trouve dans le fichier concernant les évaluations de rendement les renseignements touchant les besoins en perfectionnement de chaque employé. ***Catégorie de personnes :*** Le fichier se rapporte aux employés de l'institution. ***But :*** Il a pour but de fournir de la documentation pour l'administration des programmes de formation et de perfectionnement au sein des ministères et organismes fédéraux. ***Usages compatibles :*** Le fichier sert aussi à approuver et à inscrire la participation des employés à des cours de formation et de perfectionnement et à confirmer les réalisations des employés. ***Normes de conservation et de destruction :*** Les dossiers sont gardés pour la durée de l'emploi, plus un an, jusqu'à ce que les dossiers du personnel soient automatisés, après quoi les dossiers de plus de trois ans seront détruits. ***Enregistrement (SCT) :*** 002507 ***Numéro de fichier :*** AEC PPE 806

Gestion du personnel : employés recrutés sur place
Description : Ce fichier contient des données sur les nominations, les évaluations, la classification, le lieu de travail, le traitement, le régime de retraite, la cessation d'emploi, la formation et les déplacements des employés recrutés sur place par les missions canadiennes à l'étranger. ***Catégorie de personnes :*** Employés recrutés

succincts et connexes à des renseignements plus détaillés trouvés dans d'autres fichiers. Ces renseignements peuvent être utilisés, en autant que ce soit d'une manière conforme aux usages prévus, afin d'assurer que les mesures prises en matière de personnel au sein de l'Administration soient coordonnées dans le meilleur intérêt de l'employé et de l'employeur. L'Administration exerce le contrôle sur le dossier personnel du pilote à son emploi. Ce fichier renferme des renseignements concernant les caractéristiques personnelles, notamment l'âge et le sexe; le numéro d'assurance sociale; l'adresse domiciliaire; la citoyenneté; les études (diplômes, certificats et bulletins); les emplois antérieurs non gouvernementaux, le curriculum vitae et les références; l'emplacement de l'organisme ou du ministère; les nominations, les mutations, les promotions et les rétrogradations; les périodes d'emploi, notamment les stages, les mises à pied et la durée de l'emploi; la classification, notamment les niveaux, les titres et les traitements; les pensions et les assurances, notamment les noms des bénéficiaires. On peut également y trouver, le cas échéant, des renseignements concernant le service militaire, y compris les périodes et les domaines de service; les exclusions des négociations collectives, notamment le statut d'un employé désigné et l'identification d'un agent de négociation; les réalisations professionnelles, y compris les publications, les brevets et les primes; la fin de l'emploi, notamment les certificats et les raisons du départ de l'employé. Le dossier individuel d'un employé comprend des résumés de décisions concernant la dotation; les présences et les congés; la rémunération et les avantages; la formation et le perfectionnement; les décisions concernant les indemnités et l'aptitude au travail; les langues officielles; la discipline; et les autorisations sécuritaires. On trouve toutefois les renseignements principaux concernant ces sujets dans les fichiers ordinaires décrits à la prochaine rubrique. Il se peut que le dossier individuel de l'employé ne comprenne pas les renseignements personnels utilisés pour prendre des décisions dans les domaines susmentionnés. Ce fichier a pour but de fournir de la documentation et de donner des autorisations pour les nominations, les mutations, les promotions, les rétrogradations, la fin de l'emploi et les pensions de retraite. Il sert également à identifier les décisions relatives à la dotation, aux présences et aux congés; à la rémunération et aux avantages; à la formation et au perfectionnement; à l'hygiène et à la sécurité professionnelles; aux langues officielles; à la discipline; aux autorisations sécuritaires ainsi qu'à la vérification des références professionnelles. Ces renseignements servent également aux divers régimes d'assurance-maladie provinciaux; aux assureurs de groupe; aux syndicats (retenue des cotisations); et au ministère de la Santé nationale et du Bien-être social et au ministère des Approvisionnements et Services Canada (aux fins des pensions). Les dossiers sont conservés par l'Administration un an après la fin de l'emploi, puis sont mis sur micro-fiche. Les dossiers personnels sont conservés de façon permanente par l'Administration. ***Numéro de fichier :*** APP PPE 802

Registre de pilotes à l'emploi de l'Administration
Ce fichier, établit sous forme d'un manuel intitulé Pilot's Establishment Book (Dossier de l'effectif de l'Administration), renferme une liste alphabétique et une documentation sur les caractéristiques physiques, les permis, les certificats et les accidents des pilotes. Les personnes qui désirent consulter leur propre dossier doivent indiquer leur nom et leur numéro de pilote. Ces renseignements portent sur les pilotes employés par l'Administration et ont été obtenus aux termes de la Loi sur le pilotage. Le fichier contient des renseignements sur tous les pilotes à l'emploi de l'Administration, par exemple le nom et l'âge, le dossier médical, les caractéristiques physiques, les licences, les certificats, les qualifications ainsi qu'un historique des accidents et incidents. Les renseignements sont conservés indéfiniment. ***Numéro de fichier :*** APP PPE 801

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Présences et congés

Rémunération et avantages

Administration du pipe-line du Nord Canada

Chapitre 6

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Dossier personnel d'un employé

Présences et congés

Rémunération et avantages

Voyages et réinstallations

Membres du conseil d'administration de l'APGL
Description : L'information que renferme cette banque comprend les curriculum vitae des membres, les décrets au moyen desquels les membres ont été nommés au Conseil, la correspondance et les demandes de remboursement des frais de déplacement. ***But :*** L'information sert à remplir les demandes de remboursement des frais de déplacement et à la rémunération des membres. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant sept ans. ***Enregistrement (SCT) :*** 002999 ***Numéro de fichier :*** PGL PPE 810

Registre des pilotes
Ce fichier permet de tenir un registre des certificats ainsi que des titres et qualités requis aux termes de la Loi sur le pilotage. Il contient des informations sur les caractéristiques physiques, les permis, les certificats et les accidents et incidents des pilots Les dossiers sont conservés indéfiniment. ***Numéro de fichier :*** PGL PPE 801

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Dossier personnel d'un employé

Rémunération et avantages

Administration de pilotage des Laurentides Canada
Chapitre 4

Fichiers particuliers

Registre des pilotes à l'emploi de l'Administration
Description : ce fichier renferme des informations sur les caractéristiques physiques, les brevets, les certificats et les incidents maritimes. ***Catégorie de personnes :*** pilotes et apprentis-pilotes de l'Administration de pilotage des Laurentides ***But :*** tenir un registre des certificats ainsi que des titres et des qualités requis aux termes de la Loi sur le pilotage. ***Normes de conservation et de destruction :*** les renseignements sont conservés dans nos locaux deux (2) ans à compter de la date à laquelle le pilote ou apprenti-pilote cesse ses fonctions pour être ensuite acheminés aux Archives nationales. ***Enregistrement (SCT) :*** 003684 ***Numéro de fichier :*** APL PPE 801

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Cartes d'identification et laissez-passer

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Langues officielles

Mesures disciplinaires

Présences et congés

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Administration de pilotage du Pacifique Canada
Chapitre 5

Fichiers particuliers

Dossier personnel d'un employé
Ce fichier contient le dossier sommaire de toutes les périodes d'emploi d'un pilote au sein de l'Administration. Ce dossier est conservé afin de faciliter l'administration du personnel. Les renseignements contenus dans les dossiers d'un employé peuvent être utilisés aux fins suivantes : prendre des décisions ayant trait à la dotation; aux présences et aux congés; à la rémunération et aux avantages; à la formation et au perfectionnement; à l'hygiène et à la sécurité professionnelles; aux langues officielles; à la discipline; au niveau de sécurité; et lorsque les renseignements touchant un domaine peuvent influer sur une décision prise dans un autre domaine. Dans les cas susmentionnés, le fichier contient des renseignements

personnes : Employés de l'institution. ***But :*** Le but est de rapporter les remises de fonds à la caisse de retraite des employés pendant l'année, basées sur leurs retenues salariales. ***Usages compatibles :*** Le Ministère des Approvisionnements et Services, Direction des pensions de retraite, vérifie que le total des retenues concorde avec le total des remises de fonds. ***Normes de conservation et de destruction :*** Sept ans. ***Enregistrement (SCT) :*** 002831 ***Numéro de fichier :*** VMS PPE 807

Registres fiscaux
Description : Ce fichier contient des renseignements personnels reliés aux salaires et diverses retenues salariales, incluant les impôts, sur les employés et certains retraités de l'institution. ***Catégorie de personnes :*** Employés et retraités de l'institution. ***But :*** Le but est de se conformer aux exigences de Revenu Canada – Impôt. ***Usages compatibles :*** Afin d'établir le revenu et impôts de chaque individu. ***Normes de conservation et de destruction :*** Six ans. ***Enregistrement (SCT) :*** 002832 ***Numéro de fichier :*** VMS PPE 808

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés
Autorisations sécuritaires
Cartes d'identification et laissez-passer
Dossier personnel d'un employé
Dotation
Évaluation du rendement
Formation et perfectionnement
Harcèlement
Langues officielles
Les accidents d'automobile, de bateau, d'embarcation et d'avion
Mesures disciplinaires
Présences et congés
Programme d'équité en matière d'emploi
Rémunération et avantages
Sécurité et santé au travail
Voyages et réinstallations

Administration de pilotage de l'Atlantique Canada

Chapitre 2

Fichiers particuliers

Registre des pilotes
Le fichier a pour but de tenir un registre des certificats ainsi que des titres et qualités requis aux termes de la Loi sur le pilotage. Il contient des informations sur les caractéristiques physiques, les licences, les certificats et les accidents. Les dossiers sont conservés indéfiniment. ***Numéro de fichier :*** APA PPE 801

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Dossier personnel d'un employé
Rémunération et avantages
Sécurité et santé au travail

Administration de pilotage des Grands Lacs Canada

Chapitre 3

Fichiers particuliers

Dossiers des employés
Description : Ces dossiers contiennent des renseignements généraux sur les personnes qui sont au service de l'Administration, et peuvent aussi renfermer des informations sur ce qui suit : Assiduité et congés; discipline; griefs; cartes d'identité et laissez-passer pour l'immeuble; langues officielles; évaluations du rendement; dotation en personnel; formation et perfectionnement; déplacements et déménagements. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant sept ans. Toute personne voulant consulter ces dossiers devra fournir son nom et son adresse. ***Enregistrement (SCT) :*** 002998 ***Numéro de fichier :*** PGL PPE 805

Administration de la voie maritime du Saint-Laurent
Chapitre 1

Fichiers particuliers

Conflits d'intérêt
Description : Ce fichier contient des divulgations volontaires faites par les employés concernant des situations potentielles de conflit d'intérêt, des rapports d'enquête, ainsi que la correspondance concernant les conflits d'intérêt potentiels et réels entre les fonctions officielles des employés et leurs intérêts privés ou les valeurs immobilières qu'ils possèdent. ***Catégorie de personnes :*** Employés de l'institution. ***But :*** Ce fichier contient des renseignements concernant des situations de conflit d'intérêt potentiel ou réel pour les employés des ministères et organismes fédéraux. Il sert à consigner les conflits d'intérêt potentiels et à résoudre les situations réelles de conflit d'intérêt. ***Usages compatibles :*** Étayer les décisions touchant les mutations, les mesures disciplinaires et la fin de l'emploi. ***Normes de conservation et de destruction :*** Les dossiers sont détruits deux ans après que la situation reliée à un conflit d'intérêt potentiel est réglée ou que l'on a résolu le cas où il y avait effectivement conflit. ***No. APC :*** 85-001 ***Enregistrement (SCT) :*** 000663 ***Numéro de fichier :*** VMS PPE 802

Griefs
Description : Ce fichier contient les griefs présentés par les employés et par les représentants des unités de négociation; les accusés de réception et les réponses de la direction; les témoignages; les opinions juridiques; les rapports d'enquête et d'analyse; les descriptions de poste nécessaires lors de griefs sur la classification et toute la correspondance échangée au sujet des griefs. ***Catégorie de personnes :*** Employés de l'institution ***But :*** Ce fichier a pour but de consigner les renseignements utilisés à tous les paliers de règlement des griefs jusqu'après l'étape d'arbitrage. ***Usages compatibles :*** Les renseignements contenus dans ce fichier sont utilisés exclusivement pour consigner et, le cas échéant, aider à résoudre les griefs à tous les paliers de la procédure jusqu'après l'étape d'arbitrage. ***Normes de conservation et de destruction :*** Les dossiers sont détruits après une période de trois ans suivant la date de règlement du grief ou la date à laquelle un arbitre a rendu sa décision. ***No. APC :*** 85-001 ***Enregistrement (SCT) :*** 000651 ***Numéro de fichier :*** VMS PPE 803

Laissez-passer – pont
Description : Ce fichier a pour but de conserver des noms de particuliers à qui un permis a été remis, et d'en enregistrer leur taux d'utilisation. Le fichier est informatisé. Les personnes qui désirent consulter le fichier doivent fournir leur nom. ***Catégorie de personnes :*** Employés de l'Administration. ***Normes de conservation et de destruction :*** Les dossiers sont conservés cinq ans après l'annulation ou le non-renouvellement. ***Enregistrement (SCT) :*** 000641 ***Numéro de fichier :*** VMS PPE 801

Précompte des cotisations syndicales
Description : Le fichier contient un rapport détaillé annuel relié aux retenues salariales comme cotisations syndicales. ***Catégorie de personnes :*** Employés syndiqués de l'institution. ***But :*** Le but est d'établir le montant de cotisation syndicale qui sera payé par chaque employé dont le syndicat est affilié à la "La Fraternité Canadienne des Cheminots, Employés des Transports et Autres Ouvriers" (FCCET et AO) pendant l'année qui suit toute augmentation générale des salaires. ***Usages compatibles :*** L'information est envoyée à la FCCET et AO dans le but énoncé ci-dessus. ***Normes de conservation et de destruction :*** Deux ans. ***Enregistrement (SCT) :*** 002829 ***Numéro de fichier :*** VMS PPE 805

Primes d'encouragement
Description : Ce fichier comporte des renseignements au sujet d'employés qui ont été identifiés pour le Régime de Primes d'Encouragement (long service) du Gouvernement Fédéral de même que celui de l'institution. Ces renseignements peuvent comprendre le numéro d'employé et la date d'embauche. Ce fichier contient également les registres des bénéficiaires de prime de long service. ***Catégorie de personnes :*** Employés de l'institution. ***But :*** Afin d'identifier les individus admissibles aux primes selon le régime des primes d'encouragement du gouvernement fédéral (long service) et aussi le programme de prime pour long service de l'institution. ***Usages compatibles :*** Voir la section "But" ci-dessus. ***Normes de conservation et de destruction :*** Les fichiers opérationnels sont conservés pendant une période minimale de deux ans, puis détruits; les fichiers financiers sont conservés pendant six ans, puis détruits; et les fichiers créant des précédents sont conservés pendant 15 ans, puis détruits. ***Enregistrement (SCT) :*** 002828 ***Numéro de fichier :*** VMS PPE 804

Rapports des assurances de la Confédération
Description : Ce fichier contient des renseignements personnels reliés aux couvertures de diverses assurances sur chacun des employés. ***Catégorie de personnes :*** Employés de l'institution. ***But :*** La Confédération, compagnie d'assurance-vie, utilise l'information pour déterminer les primes mensuelles pour les assurances suivantes : Vie, Maladie, Longue invalidité ***Usages compatibles :*** Voir "But" ci-dessus. ***Normes de conservation et de destruction :*** Deux ans. ***Enregistrement (SCT) :*** 002830 ***Numéro de fichier :*** VMS PPE 806

Registres du Régime de Pension
Description : Ce fichier contient des renseignements personnels reliés au Régime de Pension. ***Catégorie de***

ministère ou organisme conserve également des dossiers sur les premiers soins administrés. Travail Canada conserve des dossiers, concernant les employés, y compris des dossiers médicaux; les demandes d'indemnisation et la correspondance connexe; et des dossiers touchant les sommes déboursées. La Direction des services médicaux de Santé et Bien-être social Canada conserve, sous le sceau de la confidentialité médicale, les dossiers d'examen de santé, et tous les renseignements médicaux personnels. Pour les renseignements au sujet des accidents de véhicule voir le fichier ordinaire nº 908. ***Catégorie de personnes :*** Employés de l'institution. ***But :*** Ce fichier a pour but de fournir de la documentation nécessaire à l'administration des programmes de sécurité et de santé au travail au sein des ministères et organismes gouvernementaux, notamment la prévention des accidents, la protection de la santé et les autorisations de congés et d'indemnités touchant les lésions et les maladies professionnelles. Il vise à consigner tous les détails se rapportant à la sécurité et à la santé au travail ainsi que les causes d'accidents et de lésions, afin de prévenir les accidents, d'assurer la protection de la santé, et de permettre l'administration efficace de chaque programme de sécurité et d'hygiène au sein des organismes et ministères. ***Usages compatibles :*** Étayer les décisions connexes aux compensations destinées aux travailleurs et aux congés d'accident du travail; servir de moyen permettant de prévenir les lésions, les maladies et les incapacités subséquentes qui découlent des conditions de travail ou qui sont aggravées par celles-ci; assurer que des individus sujets à certains risques professionnels déterminés soient en mesure de continuer à travailler sans préjudice pour leur santé, leur sécurité ou celle des autres; et établir des conditions qui permettront à certains individus qui souffrent de maladies ou d'incapacités de continuer à travailler dans des conditions contrôlées. ***Normes de conservation et de destruction :*** Les dossiers se rapportant aux premiers soins doivent être conservés pendant une période de cinq ans; les rapports d'enquête sur les maladies ou les lésions professionnelles et les accidents incluant le rapport d'enquête du superviseur sur les accidents et la correspondance s'y rattachant, doivent être conservés pendant deux ans et, pendant dix ans, pour les rapports spécifiés. Quant aux dossiers conservés par Travail Canada et par Santé et Bien-être social Canada, ils doivent être conservés pour les périodes mentionnées dans la description des fichiers pertinents. ***Numéro de fichier :*** POE 907

Stationnement
Description : Ce fichier contient les demandes de permis et la correspondance concernant le stationnement de véhicules à moteur dans les lieux qui sont loués par l'État ou qui lui appartiennent. Le fichier touchant la rémunération et les avantages renferme les dossiers se rapportant aux déductions pour le paiement des frais de stationnement, tandis que les dossiers portant sur les infractions de stationnement sont conservés par la Gendarmerie royale du Canada. ***Catégorie de personnes :*** Employés de l'institution. ***But :*** Ce fichier a pour but d'emmagasiner des renseignements concernant l'administration des privilèges accordés en matière de stationnement. ***Usages compatibles :*** Émettre les permis de stationnement. ***Normes de conservation et de destruction :*** Les dossiers sont détruits deux ans après l'expiration du permis. ***Numéro de fichier :*** POE 914

Vérification de la fiabilité
Description : Ce fichier contient des renseignements qu'ont rassemblés des institutions fédérales lorsqu'elles ont procédé, conformément à la politique du gouvernement du Canada sur la sécurité, à des vérifications de la fiabilité de personnes travaillant ou demandant à travailler dans leurs services en vertu d'une nomination, d'une affectation ou d'un contrat. Le fichier renferme des données sur les études, les qualités professionnelles, les antécédents professionnels, les casiers judiciaires et, le cas échéant, la solvabilité des personnes ainsi que d'autres renseignements personnels. ***Catégorie de personnes :*** Les personnes travaillant ou demandant à travailler au gouvernement fédéral en vertu d'une nomination, d'une affection ou d'un contrat. ***But :*** Confirmer l'identité des gens et déterminer s'ils sont dignes de confiance pour exécuter leurs tâches avec fiabilité et honnêteté. ***Usages compatibles :*** Étayer les décisions se rapportant à des mutations, à des promotions, à des mesures disciplinaires et à la cessation d'emploi. ***Normes de conservation et de destruction :*** Les renseignements contenus dans ce fichier sont détruits deux ans après le départ de l'employé qui a fait l'objet de la vérification. ***Numéro de fichier :*** POE 921

Voyages et réinstallations
Description : Ce fichier renferme les autorisations, les avances, les demandes de remboursement, les reçus, les préparatifs de voyage, les itinéraires et la correspondance concernant les déplacements, les réinstallations ou les affectations à l'étranger des employés. ***Catégorie de personnes :*** Employés de l'institution. ***But :*** Ce fichier a pour but d'emmagasiner des renseignements concernant les voyages, les réinstallations et les affectations à l'étranger des fonctionnaires. ***Usages compatibles :*** Approuver les questions de voyage et de réinstallation ainsi que les affectations à l'étranger, les avances et les demandes de remboursement. ***Normes de conservation et de destruction :*** Les dossiers sont détruits six ans après l'exercice financier durant lequel il y a eu règlement des frais de voyage ou de réinstallation. ***Numéro de fichier :*** POE 913

et les fichiers créant des précédents sont conservés pendant 15 ans, puis détruits. ***Numéro de fichier :*** POE 920

Programme d'équité en matière d'emploi
Description : Ce fichier contient des renseignements personnels sur les employés, notamment sur leurs études; leurs antécédents professionnels et leurs projets de carrière; leur formation et leur perfectionnement. Tous ces renseignements ont été recueillis au moyen de questionnaires ou d'entrevues, ou compilés à partir de leurs dossiers ou des systèmes de données automatisés. Les répondants, qui sont libres de fournir ces renseignements, indiquent leur sexe et s'ils sont autochtones, handicapés ou font partie d'une minorité visible. Le numéro d'assurance sociale peut servir à identifier les employés lorsque les ministères et organismes fédéraux ne peuvent pas utiliser un questionnaire anonyme ou lorsqu'il est nécessaire d'avoir ces indicatifs afin de pouvoir trouver le dossier de l'employé. ***Catégorie de personnes :*** Employés de l'institution. ***But :*** Ce fichier contient toute la documentation nécessaire à la mise en oeuvre de la politique relative à l'équité en matière d'emploi pour tous les ministères et organismes fédéraux assujettis à l'annexe 1 de la Partie 1 de la Loi sur les relations de travail dans la Fonction publique. C'est grâce à ces renseignements qu'il est possible d'avoir toutes les données au sujet des employés, présentées selon leur sexe et leur groupe cible (femmes, autochtones et personnes handicapées et personnes faisant partie de minorités visibles). Ces renseignements sont utilisés afin de réaliser un profil personnel des employés et de comparer la situation des membres des groupes cibles avec celles des autres groupes au sein des ministères et organismes fédéraux et avec leurs homologues sur le marché du travail. Le numéro d'assurance sociale ou le numéro de l'employé peut servir à établir un lien entre les renseignements contenus dans ce fichier et ceux conservés dans un autre fichier comprenant des renseignements sur les employés (par exemple, le Système d'information pour la gestion du personnel) et ce, à des fins statistiques et lorsque la conservation de tels renseignements est conforme aux usages pour lesquels les renseignements personnels ont été recueillis. Il est possible d'obtenir des données d'auto-identification dans les fichiers ministériels Dotation (POE 902) et Formation et perfectionnement (POE 905). ***Usages compatibles :*** Le ministère peut recueillir des données à des fins statistiques, pour obtenir des renseignements sur les employés, ou encore à ces deux fins. Les renseignements personnels ne sont versés dans le Fichier de données sur les groupes visés par l'équité en matière d'emploi (SCT PCE 706) qu'à des fins statistiques. Les renseignements recueillis sont utilisés dans le cadre des programmes d'équité en matière d'emploi du gouvernement, afin de déterminer s'il y a discrimination systémique dans l'embauche, de l'éliminer s'il y a lieu et d'introduire des mesures temporaires spéciales qui permettront aux groupes cibles d'être admis et d'être représentés d'une manière équitable au sein de la Fonction publique fédérale. Les renseignements peuvent également être utilisés à l'élaboration et à la mise en oeuvre de la politique connexe à l'équité en matière d'emploi. ***Normes de conservation et de destruction :*** Les critères de destruction pour les documents contenus dans ce fichier n'ont pas encore été établis. ***Numéro de fichier :*** POE 918

Rémunération et avantages
Description : Ce fichier contient les certifications nécessaires pour la rémunération, les indemnités et les déductions et présente des renseignements au sujet du traitement et des avantages pour chaque employé y compris le numéro d'assurance sociale, ainsi que la correspondance connexe à l'administration de la paye et des avantages. Le fichier peut également comprendre des dispositions concernant les fonds relatifs à la saisie-arrêt et la distraction. Le dossier touchant les gains et la pension de retraite est joint au dossier personnel de chaque employé. ***Catégorie de personnes :*** Employés de l'institution. ***But :*** Ce fichier contient de la documentation sur l'administration de la rémunération et des avantages au sein des ministères et organismes fédéraux. Il sert également à approuver le paiement des traitements et des indemnités ainsi que les retenues. Le numéro d'assurance sociale est utilisé à des fins d'identification et afin d'assurer que l'administration de la paye et des avantages soit uniforme. Il faut inscrire le numéro d'assurance sociale; toutefois, il peut y avoir des cas d'exception lorsqu'il y a des circonstances spéciales. ***Usages compatibles :*** Permettre la vérification et la conciliation des comptes relatifs à la paye (par exemple, la rémunération et l'admissibilité des employés) et étayer le recouvrement des trop-payés et des dettes envers la Couronne et, le cas échéant, permettre, conformément à la Loi sur la saisie-arrêt et la distraction de pensions, de procéder à la saisie-arrêt et à la distraction des fonds. ***Normes de conservation et de destruction :*** Les dossiers peuvent être détruits deux ans après la fin de l'exercice financier lorsqu'il s'agit de documents généraux relatifs à la paye et aux déductions et pour la correspondance connexe; toutefois, cette règle ne s'applique plus dans les cas de règlement des questions de paiement excédentaire, de perception des dettes dues à la Couronne, de mise en vigueur des mesures relatives à la saisie-arrêt et à la distraction de fonds. Dans ces cas les dossiers sont conservés jusqu'à ce que les questions de paiement excédentaire soient réglées, que la dette soit recouvrée ou que les mesures concernant la saisie-arrêt et la distraction ne soient plus en vigueur. ***Numéro de fichier :*** POE 904

Sécurité et santé au travail
Description : Ce fichier comprend des rapports d'enquête sur des accidents et sur des lésions ou des maladies professionnelles et la correspondance connexe, ainsi que des copies du Rapport d'enquête sur les accidents que doit remplir le superviseur; ces documents sont conservés par les organismes ou ministères au centre de responsabilité approprié. Conformément à la politique du Conseil du Trésor, le

connaissance linguistique; les certificats formation et la correspondance concernant les qualifications de l'employé en matière de langues officielles. Le fichier peut également comprendre un double de la formule destinée au Système d'information sur les langues officielles (SILO) et au Module de formation linguistique (MFL). Les examens linguistiques, les dossiers concernant la formation et les exemptions sont joints au dossier personnel de l'employé. On trouve également des données semblables dans les fichiers particuliers de la Commission de la Fonction publique et du Secrétariat du Conseil du Trésor. ***Catégorie de personnes :*** Employés de l'institution. ***But :*** Ce fichier a pour but de fournir de la documentation nécessaire à l'administration des politiques en matière de langues officielles relatives aux employés de la Fonction publique fédérale. Il vise à justifier et à étayer les décisions touchant les qualifications en matière de langues officielles et les épreuves linguistiques, ainsi qu'à justifier le besoin en formation linguistique et à confirmer les réalisations des employés. ***Usages compatibles :*** Étayer et justifier les décisions concernant chaque employé, en matière de questions de dotation, d'admissibilité à la prime au bilinguisme, de mutations et de promotions. Il permet également de déterminer le statut linguistique de l'employé et de vérifier l'administration des programmes relatifs aux langues officielles. ***Normes de conservation et de destruction :*** Les dossiers sont détruits deux ans après la date de la dernière justification. ***Numéro de fichier :*** POE 906

Mesures disciplinaires
Description : Ce fichier contient des avis de mesures disciplinaires et la correspondance échangée au sujet de l'inconduite d'un employé; les témoignages; les opinions juridiques; les enquêtes se rapportant à des cas d'inconduite possible et le rapport d'analyse qui résulte de ces enquêtes. Il est important de signaler que les avis de mesures disciplinaires peuvent être joints au dossier personnel de l'employé. ***Catégorie de personnes :*** Employés de l'institution. ***But :*** Ce fichier contient des renseignements utilisés lors des mesures disciplinaires prises dans les ministères et organismes fédéraux. Il sert également à déterminer s'il y a lieu de prendre des mesures disciplinaires et, dans ce cas, à déterminer la nature de ces mesures. ***Usages compatibles :*** Étayer les décisions relatives à la rémunération et aux avantages; aux présences et aux congés; aux mutations, aux rétrogradations et à la fin de l'emploi. ***Normes de conservation et de destruction :*** En ce qui a trait à la correspondance connexe aux enquêtes, aux témoignages et aux opinions juridiques, les dossiers sont conservés pendant une période de cinq ans si l'employé a été trouvé coupable d'inconduite et seulement pour trois ans lorsque l'employé a été jugé non coupable. Quant aux avis relatifs aux mesures disciplinaires, y compris les avis qui ont été joints au dossier personnel de l'employé, le délai de conservation est celui qui est mentionné dans les conventions collectives pertinentes. Lorsqu'il n'y a aucune convention, les dossiers sont conservés pendant une période de trois ans suivant la date à laquelle la mesure disciplinaire a été prise, pourvu qu'aucune autre mesure n'ait été prise depuis à l'égard de l'employé concerné. Lorsque les mesures disciplinaires ont été annulées, c'est l'organisme ou le ministère qui doit voir à ce que l'on détruise immédiatement toute la documentation connexe à la mesure en cause. ***Numéro de fichier :*** POE 911

Présences et congés
Description : Ce fichier contient des rapports sur les absences et les demandes de congé, ainsi que les certificats médicaux connexes à un congé de maladie. Sur tous ces documents, on doit inscrire le numéro d'assurance sociale, afin de vérifier l'identité de l'individu; on doit également joindre la correspondance connexe aux présences et congés. Toutefois, il n'est pas nécessaire d'inscrire le numéro d'assurance sociale pour chaque type de données. Le dossier annuel portant sur les congés et les présences est joint au dossier personnel d'un employé. Certains renseignements relatifs aux congés et aux présences sont présentés sous forme de modules automatisés enregistrés dans des bases de données sur le personnel de l'organisme ou du ministère (systèmes présence/temps, congés et absences). ***Catégorie de personnes :*** Employés de l'institution. ***But :*** Ce fichier a pour but d'étayer l'administration des congés et des présences des employés au sein des ministères et organismes fédéraux. ***Usages compatibles :*** Consigner les congés autorisés et les jours de présence; étayer les décisions relatives à la rémunération et aux avantages, notamment en ce qui a trait aux congés et à la fin d'emploi; et déterminer quelle est l'utilisation des congés et le taux d'absentéisme. ***Normes de conservation et de destruction :*** Les dossiers sont détruits deux ans après la fin de l'exercice financier. ***Numéro de fichier :*** POE 903

Primes d'encouragement
Description : Le fichier contient des renseignements sur les fonctionnaires qui ont été nommés pour des primes, dans le cadre du Régime des primes d'encouragement du gouvernement fédéral. Ces renseignements peuvent comprendre des curriculum vitae, des descriptions à l'appui de contributions méritoires concernant leurs fonctions, ou des suggestions pratiques en vue de l'amélioration des opérations de la Fonction publique, ainsi que des rapports de recommandations, dûment remplis, concernant soit la prime au mérite ou la prime à l'initiative. ***Catégorie de personnes :*** Fonctionnaires qui ont été nommés pour des primes, dans le cadre du Régime des primes d'encouragement. ***But :*** Le fichier a pour but de déterminer les personnes qui ont été nommées pour des primes dans le cadre du Régime des primes d'encouragement du gouvernement fédéral. ***Usages compatibles :*** Les renseignements contenus dans ce fichier sont utilisés pour établir des précédents au sujet des primes et pour fournir une vérification à rebours concernant les dépenses de fonds. ***Normes de conservation et de destruction :*** Les fichiers opérationnels sont conservés pendant une période minimale de deux ans, puis détruits; les fichiers financiers sont conservés pendant six ans, puis détruits;

conservation et de destruction : Les dossiers peuvent être détruits deux ans après la fin des cours de formation et de perfectionnement suivis par un employé. ***Numéro de fichier :*** POE 905

Garderie en milieu de travail
Description : Ce fichier ordinaire renferme des renseignements recueillis à partir d'enquêtes menées par les ministères auprès de leurs employés pour évaluer la demande de garderies en milieu de travail, à partir des dossiers des garderies en milieu de travail. Ces renseignements ont été compilés dans le but de déterminer l'aide financière permanente sur laquelle pourront compter les garderies pour ce qui est de la location des locaux, et d'évaluer la politique sur les garderies. Ils peuvent comprendre des données personnelles sur l'employé ou l'utilisateur, ou encore sur ses enfants, et peuvent porter sur la demande prévue, la probabilité qu'un employé inscrive un enfant dans une garderie parrainée par le ministère et les raisons qui pourraient l'inciter à l'y inscrire. les renseignements seront communiqués volontairement et ne pourront être utilisés qu'avec le consentement des employés. ***Catégorie de personnes :*** Tous les employés des ministères et organismes fédéraux énumérés à la partie I de l'annexe I de la Loi sur les relations de travail dans la fonction publique. ***But :*** Le fichier servira à déterminer si l'intérêt et la demande sont suffisants pour que le ministère envisage réellement (étude de viabilité) la possibilité d'établir une garderie en milieu de travail. Il permettra de déterminer le niveau d'aide que le gouvernement fédéral est prêt à accorder à la garderie en ce qui concerne la location des locaux. Il servira également à évaluer la politique sur les garderies. ***Usages compatibles :*** Les renseignements contenus dans ce fichier seront utilisés pour effectuer les recherches et compiler les statistiques nécessaires à l'établissement d'une garderie. Ils permettront également d'évaluer et de surveiller la politique sur les garderies dans la fonction publique fédérale, ainsi que le niveau d'aide que le gouvernement fédéral est prêt à accorder dans le cadre de cette politique pour la location des locaux destinés aux garderies. L'information pourra être communiquée au Conseil du Trésor, au ministère, au comité constitué avec l'approbation du ministère, à un ministère gardien et au conseil d'administration de la garderie. C'est à partir de ces renseignements et de ceux tirés des fichiers mentionnés ci-dessous que le ministère pourra déterminer le nombre d'employés qui utilisent une garderie et leur profil. ***Normes de conservation et de destruction :*** La période de conservation des renseignements contenus dans ce fichier n'a pas encore été déterminée. ***Numéro de fichier :*** POE 930

Griefs
Description : Ce fichier contient les griefs présentés par les employés et par les représentants des unités de négociation; les accusés de réception et les réponses de la direction; les témoignages; les opinions juridiques; les rapports d'enquête et d'analyse; les descriptions de poste nécessaires lors de griefs sur la classification et toute la correspondance échangée au sujet des griefs. ***Catégorie de personnes :*** Employés de l'institution. ***But :*** Ce fichier a pour but de consigner les renseignements utilisés à tous les paliers de règlement des griefs, même au niveau de la Commission des relations de travail dans la Fonction publique. ***Usages compatibles :*** Les renseignements contenus dans ce fichier sont utilisés exclusivement pour consigner et, le cas échéant, aider à résoudre les griefs à tous les paliers de la procédure, y compris les renvois à la Commission des relations de travail dans la Fonction publique. ***Normes de conservation et de destruction :*** Les dossiers sont détruits après une période de trois ans suivant la date de règlement du grief ou la date à laquelle la Commission des relations de travail dans la Fonction publique a rendu sa décision. ***Numéro de fichier :*** POE 910

Harcèlement
Description : Ce fichier contient la correspondance concernant les plaintes et incidents reliés au harcèlement; les entrevues réalisées avec les plaignants et avec la personne qui a été supposément accusée de harcèlement; les entrevues avec les témoins des incidents; les sommations aux enquêtes faites par la direction; et les analyses des situations et les dossiers touchant les décisions prises au sujet d'incidents donnés. Ces renseignements doivent constituer un dossier distinct et ne pas être placés dans le dossier personnel d'un plaignant. Lorsque, à la suite d'une enquête, on convient qu'il est nécessaire de prendre une mesure disciplinaire, les renseignements doivent être transférés dans le fichier se rapportant aux mesures disciplinaires. ***Catégorie de personnes :*** Employés de l'institution. ***But :*** Ce fichier a pour but d'emmagasiner les renseignements nécessaires qui permettent le traitement de plaintes reliées au harcèlement au travail. Il sert à établir s'il y a vraiment un cas de harcèlement et, dans l'affirmative, à déterminer les mesures appropriées, en particulier des mesures disciplinaires, pour mettre fin à cette situation. ***Usages compatibles :*** À appuyer les décisions portant sur les mutations et les mesures disciplinaires et afin d'assurer l'équité du processus de l'enquête, renseignements concernant les résultats et les recommandations peuvent être divulgués au plaignant et à la personne contre laquelle une plainte a été logée. À la suite d'une plainte fondée toutes mesures disciplinaires ou administratives prises contre l'individuel peuvent aussi être divulgués au plaignant. ***Normes de conservation et de destruction :*** Les dossiers sont détruits deux ans après la dernière mesure administrative prise au sujet d'un cas donné. ***Numéro de fichier :*** POE 919

Langues officielles
Description : Ce fichier contient les inscriptions aux cours et des renseignements relatifs aux présences; des demandes de formation linguistique comprenant des données personnelles de base utilisées à des fins d'identification, comme la principale langue officielle de l'employé, sa date de naissance et son numéro d'assurance sociale; les résultats des examens de

jusqu'à deux ans après le décès de l'employé; après quoi, le dossier est détruit, pourvu que deux ans se soient écoulés depuis la dernière utilisation à des fins administratives des renseignements en question. Quant aux dossiers relatifs à des mesures disciplinaires, la durée de conservation est mentionnée dans les conventions collectives pertinentes, ou elle est de trois ans suivant la date à laquelle les mesures disciplinaires ont été prises, autant qu'aucune autre mesure disciplinaire n'ait été prise depuis. Lorsque les mesures disciplinaires ont été annulées, c'est l'organisme ou le ministère qui voit à ce que le document touchant cette mesure soit immédiatement détruit. Pour tous les renseignements jugés de nature historique ou qui ont une valeur sur le plan des archives, c'est l'archiviste national du Canada qui décide quels dossiers seront conservés en permanence par les Archives nationales du Canada. ***Numéro de fichier :*** POE 901

Dotation
Description : Ce fichier contient les demandes de dotation; les descriptions de poste; les échelles de salaire; les profils de sélection; les affiches de concours; les demandes de mutation; les listes de mises à pied; les imprimés d'ordinateur relatifs au répertoire des ressources humaines; les demandes d'emploi des candidats; les listes de candidats; les évaluations des jurys de sélection, y compris les notes d'évaluation provenant du comité de dotation en personnel; les documents relatifs aux examens et à leurs résultats; les listes d'admissibilité; les offres d'emploi; les avis destinés aux candidats; les avis relatifs au droit d'appel et les documents à cet égard; la correspondance relative à la dotation faite par divers moyens, notamment par voie de concours et à l'aide du répertoire des ressources humaines. On trouve dans les dossiers du fichier une grande variété de renseignements personnels qui peuvent comprendre l'âge, le sexe, le niveau de scolarité, le numéro d'assurance sociale et les données d'auto-identification volontaire liées à l'équité en matière d'emploi. On peut également trouver des avis relatifs à des décisions de dotation dans le dossier personnel d'un employé. ***Catégorie de personnes :*** Employés de l'institution. ***But :*** Ce fichier contient des renseignements qui peuvent être utilisés pour la dotation de postes au sein des ministères et organismes fédéraux. Il est également une source de renseignements pour les programmes et les services d'équité en matière d'emploi. ***Usages compatibles :*** Sélectionner des candidats, doter des postes et traiter les appels relatifs aux nominations et aux promotions. Il est possible de rattacher les données d'auto-identification volontaire liées aux programmes et aux services d'équité en matière d'emploi aux données consignées dans d'autres fichiers, à condition que l'on utilise ces renseignements personnels aux fins auxquelles ils ont été recueillis. Sur demande, des renseignements peuvent être fournis à un participant à un processus de sélection conformément à la politique de la Commission de la Fonction publique (CFP) sur la «Communication de renseignements à la suite d'une sélection» en vue d'expliquer les raisons de la décision. Il faut, le cas échéant, inscrire le numéro du concours. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant une période de deux ans suivant l'expiration de la liste d'admissibilité utilisée pour combler un poste et, ensuite, les dossiers sont détruits, pourvu que deux ans se soient écoulés depuis la dernière utilisation à des fins administratives des renseignements en question. ***Numéro de fichier :*** POE 902

Évaluation du rendement
Description : Ce fichier contient des évaluations, des rapports et de la correspondance concernant le rendement de l'employé au travail (habiletés, aptitudes, réalisations et intérêts). ***Catégorie de personnes :*** Employés de l'institution. ***But :*** Ce fichier contient des renseignements concernant le niveau de rendement de chacun des employés des ministères et organismes fédéraux. Il vise à déterminer le rendement de chacun des employés, notamment en ce qui a trait à la nécessité de donner des cours de formation et de perfectionnement, aux approbations de la rémunération au rendement, aux augmentations annuelles, au maintien en fonction, à la prolongation de la période de stage et au renvoi pendant un stage. ***Usages compatibles :*** Étayer les décisions ayant trait aux promotions, aux mutations, aux rétrogradations, à l'aide aux employés, aux mesures disciplinaires et à la fin de l'emploi. ***Normes de conservation et de destruction :*** Les dossiers doivent être conservés pendant une période de cinq ans pour tous les employés. Après cette période, les dossiers sont détruits. ***Numéro de fichier :*** POE 912

Formation et perfectionnement
Description : Ce fichier comprend les données suivantes : des demandes pour suivre des cours et des évaluations; le numéro d'assurance sociale; le statut de membre d'un groupe visé par l'équité en matière d'emploi; les résultats des examens et certificats; les dossiers concernant le paiement des frais; la correspondance connexe à la participation des employés à des cours de formation et de perfectionnement parrainés par le gouvernement ou par des organismes privés. Il convient de signaler que les dossiers relatifs à la participation et aux résultats obtenus sont joints aux dossiers personnels des employés et que l'on trouve dans le fichier concernant les évaluations de rendement les renseignements touchant le besoin en perfectionnement pour chaque employé en vue d'améliorer son rendement. ***Catégorie de personnes :*** Employés de l'institution. ***But :*** Ce fichier a pour but de fournir de la documentation pour l'administration des programmes de formation et de perfectionnement, y compris des programmes liés à l'équité en matière d'emploi, au sein des ministères et organismes fédéraux. ***Usages compatibles :*** Approuver et inscrire la participation des employés à des cours de formation et de perfectionnement et confirmer les réalisations des employés. Relier les données d'auto-identification volontaire aux renseignements consignés dans d'autres fichiers, afin de faciliter la mise en oeuvre et l'évaluation des politiques du gouvernement concernant les programmes d'équité en matière d'emploi. ***Normes de***

Code comme condition d'emploi et indiquant s'il possède ou non des biens et s'il a des biens ou des exigibilités visés par les articles 21 et 22, et participe aux activités décrites dans l'article 26 du Code de la Fonction publique; (2) des rapports confidentiels sur les biens, les exigibilités et la participation à des activités extérieures pouvant faire l'objet de rapports confidentiels conformément au Code régissant les conflits d'intérêts et l'après-mandat; (3) des rapports d'enquêtes et de la correspondance concernant des conflits réels ou potentiels entre les intérêts privés ou les biens de l'employé et ses fonctions et responsabilités officielles. ***Catégorie de personnes :*** Employés fédéraux. ***But :*** Ce fichier renferme des renseignements (1) indiquant si l'employé a lu et compris le Code de la Fonction publique et s'engage à l'observer comme condition d'emploi; (2) indiquant s'il existe des possibilités de conflits d'intérêts pour les employés d'organismes ou ministères fédéraux; (3) qui permettent de tenir un registre des conflits d'intérêts potentiels, de résoudre les conflits d'intérêts réels, et (4) de consigner les mesures d'observation d'après-mandat qui sont requises de l'employé, y compris les décisions réduisant le délai de prescription. ***Usages compatibles :*** Résoudre des conflits d'intérêts réels et potentiels et appuyer les décisions prises au sujet des mutations, des mesures disciplinaires et des cessations d'emploi si des conflits d'intérêts existent. Permettre aux agents désignés de déterminer si un ancien fonctionnaire respecte les mesures d'observation d'après-mandat qui lui sont applicables. Cela influe sur la capacité courante d'un agent public quant à la manière de traiter l'ancien fonctionnaire. ***Normes de conservation et de destruction :*** Le ministère ou organisme auquel le document d'attestation et le rapport confidentiel ont été soumis conserve ces documents pendant la durée d'emploi, plus deux ans, après quoi les documents sont détruits. ***Numéro de fichier :*** POE 915

Dossier personnel d'un employé

Description : Ce fichier contient le dossier sommaire de toutes les périodes d'emploi d'une personne au sein des ministères et organismes fédéraux. Ce dossier est conservé afin de faciliter l'administration du personnel. Les renseignements contenus dans les dossiers d'un employé peuvent être utilisés aux fins suivantes : prendre des décisions ayant trait à la dotation; aux présences et aux congés; à la rémunération et aux avantages; à la formation et au perfectionnement; à l'hygiène et à la sécurité professionnelles; aux langues officielles; à la discipline; au niveau de sécurité; et lorsque les renseignements touchant un domaine peuvent influer sur une décision prise dans un autre domaine. Dans les cas susmentionnés, le fichier contient des renseignements succincts et connexes à des renseignements plus détaillés trouvés dans d'autres fichiers. Ces renseignements peuvent être utilisés, autant que ce soit d'une manière conforme aux usages prévus, afin d'assurer que les mesures prises en matière de personnel au sein des ministères et organismes fédéraux soient coordonnées dans le meilleur intérêt de l'employé et de l'employeur. C'est l'organisme ou le ministère pour lequel l'employé travaille présentement qui exerce le contrôle sur le dossier personnel de ce dernier. Ce fichier renferme des renseignements concernant les caractéristiques personnelles, notamment l'âge et le sexe; le numéro d'assurance sociale; l'adresse domiciliaire; la citoyenneté; les études (diplômes, certificats et bulletins); les emplois antérieurs non gouvernementaux, le curriculum vitae et les références; l'emplacement de l'organisme ou du ministère; les nominations, les mutations, les promotions et les rétrogradations; les périodes d'emploi, notamment les stages, les mises à pied et la durée de l'emploi; la classification, notamment les numéros de poste, les groupes, les niveaux, les titres et les traitements; les pensions et les assurances, notamment les noms des bénéficiaires. On peut également y trouver, le cas échéant, des renseignements concernant le service militaire, y compris les périodes et les domaines de service; les exclusions des négociations collectives, notamment le statut d'un employé désigné et l'identification d'un agent de négociation; les réalisations professionnelles, y compris les publications, les brevets et les primes; les passeports et les permis d'armes à feu nécessaires pour occuper le poste; la fin de l'emploi, notamment les certificats et les raisons du départ de l'employé. Le dossier individuel d'un employé comprend des résumés de décisions concernant la dotation; les présences et les congés; la rémunération et les avantages; la formation et le perfectionnement; les décisions concernant les indemnités et l'aptitude au travail; les langues officielles; la discipline; et les autorisations sécuritaires. On trouve toutefois les renseignements principaux concernant ces sujets dans les autres fichiers ordinaires décrits ci-après. Il se peut que le dossier individuel de l'employé ne comprenne pas les renseignements personnels utilisés pour prendre des décisions dans les domaines susmentionnés. ***Catégorie de personnes :*** Employés de l'institution. ***But :*** Ce fichier a pour but de fournir de la documentation et de donner des autorisations pour les nominations, les mutations, les promotions, les rétrogradations, la fin de l'emploi et les pensions de retraite. ***Usages compatibles :*** Identifier les décisions relatives à la dotation, aux présences et aux congés; à la rémunération et aux avantages; à la formation et au perfectionnement; à l'hygiène et à la sécurité professionnelles; aux langues officielles; à la discipline; aux autorisations sécuritaires ainsi qu'à la vérification des références professionnelles. Ces renseignements servent également à Approvisionnements et Services Canada, car ils facilitent le paiement des traitements; aux divers régimes d'assurance-maladie provinciaux; aux assureurs de groupe; aux syndicats (retenue des cotisations); et à Santé nationale et Bien-être social (aux fins des pensions). ***Normes de conservation et de destruction :*** Les dossiers sont gardés par l'organisme ou le ministère pour lequel travaille actuellement l'employé pour toute la durée d'emploi, plus un an. Après cette période, les renseignements sont transférés aux Archives nationales du Canada et sont gardés jusqu'à ce que l'employé ait atteint l'âge de 80 ans ou

Description des fichiers ordinaires

Accidents d'automobile, de bateau, d'embarcation et d'avion
Description : Ce fichier contient des rapports sur les accidents; des réclamations pour les dommages subis; des décisions du tribunal; des règlements des transactions et la correspondance concernant des accidents survenus à des véhicules, des bateaux, des embarcations et des avions loués ou appartenant à l'État, ainsi qu'à des véhicules, bateaux, embarcations et avions privés utilisés à des fins professionnelles. Pour les renseignements au sujet des rapports d'enquête sur les accidents et sur les maladies ou les lésions personnelles, ainsi que les congés et avantages qui y sont associés, voir le fichier ordinaire nº 907. ***Catégorie de personnes :*** Employés de l'institution. ***But :*** Ce fichier a pour but de conserver les renseignements se rapportant aux accidents d'automobile, de bateau, d'embarcation et d'avion survenus à des employés du gouvernement. ***Usages compatibles :*** Déterminer la responsabilité pour de tels accidents et approuver leur règlement. ***Normes de conservation et de destruction :*** Les dossiers doivent être conservés pendant la période de deux ans suivant le règlement des réclamations des individus. ***Numéro de fichier :*** POE 908

Aide aux employés
Description : Ce fichier contient des renseignements administrés de façon confidentielle touchant la participation d'un employé au Programme d'aide aux employés (PAE); les avis de mise en rapport volontaire ou obligatoire (connexe au rendement au travail); les dossiers de mise en rapport avec des professionnels de la santé ou un organisme de réadaptation, et les rapports et la correspondance provenant de ces derniers; les interprétations non médicales concernant les capacités ou les limites de travail de l'employé. Tous les renseignements médicaux personnels sont conservés à titre de renseignements médicaux protégés dans un fichier administré par la Direction des services médicaux du ministère de la Santé nationale et du Bien-être social. Les dossiers ayant trait aux lacunes en matière de rendement de l'employé, à l'absentéisme et aux questions disciplinaires sont conservés dans le fichier pertinent de renseignements personnels de l'organisme ou du ministère, et non dans les dossiers du PAE. ***Catégorie de personnes :*** Employés de l'institution. ***But :*** Ce fichier a pour but d'emmagasiner les renseignements nécessaires à l'administration du Programme d'aide aux employés. Il vise à déterminer si les employés ont besoin de counseling, s'il est nécessaire de leur faire passer une évaluation sur le plan médical ou de les faire participer à des programmes de réadaptation. ***Usages compatibles :*** Étayer les décisions ayant trait aux mesures en matière d'aide aux employés. ***Normes de conservation et de destruction :*** Les dossiers sont détruits deux ans après la dernière participation de l'employé au Programme d'aide aux employés. ***Numéro de fichier :*** POE 916

Autorisations sécuritaires
Description : Ce fichier contient tous les antécédents personnels; les résumés des enquêtes faites par le Service canadien du renseignement de sécurité (SCRS), auparavant le Service de sécurité de la Gendarmerie royale du Canada (GRC); des cartes d'empreintes digitales; les antécédents criminels; le numéro d'assurance sociale; les séances de briefing et la correspondance connexe à la cote de sécurité attribuée aux personnes travaillant ou demandant à travailler au gouvernement fédéral en vertu d'une nomination, d'une affectation ou d'un contrat. Les avis de cote de sécurité peuvent être versés au dossier personnel de l'employé. Tous les détails des enquêtes réalisées par le SCRS sont conservés dans un fichier du SCRS. ***Catégorie de personnes :*** Les personnes travaillant ou demandant à travailler au gouvernement fédéral en vertu d'une nomination, d'une affectation ou d'un contrat. ***But :*** Ce fichier vise à consigner les renseignements sur la détermination du niveau approprié de sécurité pour les personnes travaillant ou demandant à travailler au gouvernement fédéral en vertu d'une nomination, d'une affectation ou d'un contrat et dont le poste nécessite une cote de sécurité. Il peut également servir à déterminer la cote de sécurité et à fournir des renseignements nécessaires à l'administration des mesures de sécurité du gouvernement. Lorsque les ministères et les organismes prennent des décisions concernant la cote de sécurité, ils ne peuvent consulter que les renseignements contenus dans ce fichier et ne peuvent pas consulter les renseignements obtenus à la suite d'enquêtes contenus dans le fichier du SCRS. ***Usages compatibles :*** Étayer les décisions se rapportant à des mutations, à des promotions, à des mesures disciplinaires et à la cessation d'emploi. ***Normes de conservation et de destruction :*** Les dossiers sont détruits deux ans après que l'employé a quitté l'emploi pour lequel on lui avait accordé sa cote. ***Numéro de fichier :*** POE 909

Cartes d'identification et laissez-passer
Description : Ce fichier contient des photographies, des formules d'identification et la correspondance connexe à l'émission des cartes d'identité et les laissez-passer. ***Catégorie de personnes :*** Employés de l'institution. ***But :*** Ce fichier a pour but d'emmagasiner des renseignements connexes à l'émission de cartes d'identité et de laissez-passer. ***Usages compatibles :*** Émettre des cartes d'identité et des laissez-passer. ***Normes de conservation et de destruction :*** Les dossiers sont détruits deux ans après l'expiration de la carte d'identification et du laissez-passer. ***Numéro de fichier :*** POE 917

Code régissant les conflits d'intérêts et l'après-mandat
Description : Ce ficher renferme (1) les documents d'attestation montrant que l'employé a lu et compris le Code de la Fonction publique et s'engage à observer le

Société pour l'expansion des exportations
151, rue O'Connor, 6e étage
B.P. 655
Ottawa (Ontario)
K1P 5T9

(613) 598-2899

Solliciteur général Canada – Secrétariat du ministère
Édifice Sir Wilfrid Laurier
340, avenue Laurier ouest
1er étage
Ottawa (Ontario)
K1A 0P8

(613) 991-2929

Statistique Canada
Édifice R.H. Coats
25e étage, poste B
Parc Tunney
Ottawa (Ontario)
K1A 0T6

(613) 951-9349

Transports Canada
Place de Ville, Tour C
330, rue Sparks, 26e étage
Ottawa (Ontario)
K1A 0N5

(613) 993-6162

Travail Canada
voir Développement des ressources humaines Canada

Travaux publics et Services gouvernementaux Canada
Place du Portage, Phase III
11, rue Laurier, Pièce 17A1
Hull (Québec)
K1A 0H2

(819) 956-1816

Tribunal canadien du commerce extérieur
Édifice Journal, Tour sud
365, avenue Laurier ouest
19e étage
Ottawa (Ontario)
K1A 0G7

(613) 990-2452

Tribunal d'appel des anciens combattants
voir Anciens combattants Canada

Séquestre des biens ennemis
voir Travaux publics et Services gouvernementaux

Service canadien du renseignement de sécurité
284, rue Wellington
B.P. 9732, Terminus postal
Ottawa (Ontario)
K1G 4G4

(613) 782-0107

Service correctionnel Canada
340, avenue Laurier ouest
5e étage, section C
Ottawa (Ontario)
K1A 0P9

(613) 992-8248

Société canadienne d'hypothèques et de logement
700, chemin Montréal
Pièce C2-204
Ottawa (Ontario)
K1A 0P7

(613) 748-2843

Société canadienne des ports
99, rue Metcalfe
Pièce 856
Ottawa (Ontario)
K1A 0N6

(613) 957-6739

Société canadienne des postes
2701, promenade Riverside
Bureau E0341
Ottawa (Ontario)
K1A 0B1

(613) 734-6871

Société d'assurance-dépôts du Canada
50, rue O'Connor
17e étage
Ottawa (Ontario)
K1P 5W5

(613) 996-2082

Société de développement de l'industrie cinématographique canadienne
Tour de la Banque nationale
14e étage
600, rue de La Gauchetière ouest
Montréal (Québec)
H3B 4L2

(514) 283-6363

Société du crédit agricole Canada
B.P. 4320
Regina (Saskatchewan)
S4P 4L3

(306) 780-8608

Société immobilière du Canada Limitée
voir Travaux publics et Services gouvernementaux Canada

Office national de l'énergie
311 – 6th Avenue South West
Calgary (Alberta)
T2P 3H2

(403) 299-2717

Office national des transports du Canada
Édifice Jules Léger
15, rue Eddy, 16e étage
Hull (Québec)
K1A 0N9

(613) 994-2564

Office national du film
B.P. 6100, Succ. A
Montréal (Québec)
H3C 3H5

(514) 283-9136

Patrimoine canadien
Édifice Jules Léger
25, rue Eddy, pièce 400
Hull (Québec)
K1A 0M5

(819) 997-6874

Pêches et Océans
Tours Centennial
200, rue Kent, Poste 948
Ottawa (Ontario)
K1A 0E6

(613) 993-2052

Ponts Jacques-Cartier et Champlain Inc.
voir L'Administration de la voie maritime du Saint-Laurent

Ressources naturelles Canada
580, rue Booth
2e étage
Ottawa (Ontario)
K1A 0E4

(613) 996-8261

Revenu Canada
14e étage
Tour Exécutive Albion
25, rue Nicholas
Ottawa (Ontario)
K1A 0L5

(613) 957-8819

Revenu Canada – Douanes et Accise
voir Revenu Canada

Revenu Canada – Impôt
voir Revenu Canada

Santé Canada
Édifice Brooke Claxton
Pièce 0909-D
Ottawa (Ontario)
K1A 0K9

(613) 957-3051

Santé et Bien-être social Canada
voir Santé Canada

Secrétariat d'État du Canada
voir Patrimoine canadien ou Travaux publics et Services gouvernementaux

Musée canadien des civilisations
100, rue Laurier
B.P. 3100, Succ. B
Hull (Québec)
J8X 4H2

(613) 776-7115

Musée des beaux-arts du Canada
380, promenade Sussex
Pièce 532
B.P. 427, Succ. A
Ottawa (Ontario)
K1N 0N4

(613) 996-2892

Musée national des sciences et de la technologie
2421, chemin Lancaster
B.P. 9724, Succ. T
Ottawa (Ontario)
K1G 5A3

(613) 991-3033

Office canadien du poisson salé
voir Pêches et Océans

Office de commercialisation du poisson d'eau douce
1199, chemin Plessis
Winnipeg (Manitoba)
R3C 3L4

(204) 983-6461

Office de répartition des approvisionnements d'énergie
voir Ressources naturelles Canada

Office de stabilisation des prix agricoles
voir Agriculture et Agro-alimentaire Canada

Office des eaux des Territoires du Nord-Ouest
Édifice Precambrian, 9e étage
B.P. 1500
Yellowknife (Territoires du Nord-Ouest)
X1A 2R3

(403) 920-8191

Office des eaux du Territoire du Yukon
4114, 4e avenue, pièce 200
Whitehorse (Yukon)
Y1A 4N7

(403) 667-3980

Office des normes du gouvernement canadien
voir Travaux publics et Services gouvernementaux

Office des prix des produits de la pêche
voir Pêches et Océans

Office des produits agricoles
voir Agriculture et Agro-alimentaire Canada

Enquêteur correctionnel Canada
275, rue Slater, Bureau 402
Ottawa (Ontario)
K1P 5H9

(613) 990-2692

Environnement Canada
Terrasses de la Chaudière
10, rue Wellington, 4e étage
Hull (Québec)
K1A 0H3

(819) 997-2992

Forces canadiennes
voir Défense nationale

Forêts Canada
voir Ressources naturelles Canada

Gendarmerie royale du Canada
1200, promenade Vanier
Ottawa (Ontario)
K1A 0R2

(613) 993-6978

Industrie Canada
Édifice C.D. Howe
235, rue Queen
3e étage ouest
Ottawa (Ontario)
K1A 0H5

(613) 954-2752

Industrie, Sciences et Technologie Canada
voir Industrie Canada

Ministère de la Justice Canada
Édifice de la Justice, pièce 34
239, rue Wellington
Ottawa (Ontario)
K1A 0H8

(613) 952-8352

Ministère des Finances Canada
Esplanade Laurier, Tour est
140, rue O'Connor, 21e étage
Ottawa (Ontario)
K1A 0G5

(613) 992-6923

Monnaie royale canadienne
320, promenade Sussex
Pièce 230
Ottawa (Ontario)
K1A 0G8

(613) 993-2711

Multiculturalisme et citoyenneté Canada
voir Citoyenneté et Immigration ou Patrimoine canadien

Musée canadien de la nature
Édifice Mémorial Victoria
Rues Metcalfe et McLeod
B.P. 3443, Succ. D
Ottawa (Ontario)
K1P 6P4

(613) 996-3102

Consommation et Affaires commerciales Canada
voir Industrie Canada, Patrimoine canadien ou Agriculture et Agro-alimentaire Canada

Construction de Défense Canada
Édifice Sir Charles Tupper
Aile A, 3e étage
Confederation Heights
Ottawa (Ontario)
K1A 0K3

(613) 998-9539

Corporation commerciale canadienne
50, rue O'Connor
11e étage
Ottawa (Ontario)
K1A 0S6

(613) 996-0262

Corporation du Pont international de la
voie maritime Limitée
voir L'Administration de la voie maritime du Saint-Laurent

Défense nationale
Édifice du Centre (Nord)
101, promenade du Colonel By,
13e étage
Ottawa (Ontario)
K1A 0K2

(613) 992-8486 – Accès à l'information

Développement des ressources humaines Canada
Place du Portage, Phase IV
140, Promenade du Portage
4e étage
Hull (Québec)

(819) 994-2548

Directeur de l'établissement des soldats
voir Anciens combattants Canada

Directeur des terres destinées aux anciens combattants
voir Anciens combattants Canada

Diversification de l'économie de l'Ouest Canada
200, rue Kent, 8e étage
B.P. 2128, Succursale D
Ottawa (Ontario)
K1P 5W3

(613) 952-9390

Emploi et Immigration Canadavoir Citoyenneté et Immigration ou Développement des ressources humaines

Énergie, Mines et Ressources Canada
voir Ressources naturelles Canada

Conseil de la radiodiffusion et des télécommunications canadiennes
Les Terrasses de la Chaudière
1, promenade du Portage
5e étage
Hull (Québec)
K1A 0N2

(819) 994-5366

Conseil de recherches en sciences humaines du Canada
Carré Constitution, Tour 2
350, rue Albert
B.P. 1610
Ottawa (Ontario)
K1P 6G4

(613) 992-0562

Conseil de recherches en sciences naturelles et en génie du Canada
350, rue Albert, 13e étage
Ottawa (Ontario)
K1A 1H5

(613) 995-6214

Conseil de recherches médicales du Canada
Édifice Holland Cross
Tour B, 5e étage
1600, rue Scott
Ottawa (Ontario)
K1A 0W9

(613) 954-1812

Conseil des Arts du Canada
350, rue Albert
9e étage
Ottawa (Ontario)
K1P 5V8

(613) 566-4380

Conseil des subventions au développement régional
voir Industrie, Sciences et Technologie Canada (Industrie Canada)

Conseil du Trésor du Canada – Secrétariat
Esplanade Laurier, Tour est
140, rue O'Connor, 9e étage
Ottawa (Ontario)
K1A 0R5

(613) 993-5215

Conseil national de commercialisation des produits agricoles
Édifice Martel
270, rue Albert, 13e étage
B.P. 3430, Succ. D
Ottawa (Ontario)
K1P 6L4

(613) 995-8840

Conseil national de recherches Canada
Édifice M-58, pièce S-306
Chemin Montréal
Ottawa (Ontario)
K1A 0R6

(613) 990-2558

Commission nationale des libérations conditionnelles
Édifice Sir Wilfrid Laurier
340, avenue Laurier ouest
9e étage
Ottawa (Ontario)
K1A 0R1

(613) 954-5946

Communications Canada
voir Industrie Canada, Patrimoine canadien ou Travaux publics et Services gouvernementaux

Condition féminine Canada
360, rue Albert
Bureau 700
Ottawa (Ontario)
K1A 1C3

(613) 995-4008

Conseil canadien des normes
45, rue O'Connor
Bureau 1200
Ottawa (Ontario)
K1P 6N7

(613) 238-3222

Conseil canadien des relations de travail
Édifice C.D. Howe, Tour ouest
240, rue Sparks, 4e étage
Ottawa (Ontario)
K1A 0X8

(613) 996-9466

Conseil consultatif canadien sur la situation de la femme
110, rue O'Connor, 9e étage
Ottawa (Ontario)
K1P 5M9

(613) 992-4975

Conseil consultatif de recherches sur les pêcheries et les océans

voir Pêches et Océans

Conseil d'examen du prix des médicaments brevetés
B.P. L40, Bureau 1400
Standard Life Centre
333, avenue Laurier ouest
Ottawa (Ontario)
K1A 1C1

(613) 954-8299

Conseil de contrôle des renseignements relatifs aux matières dangereuses
200, rue Kent, Bureau 400
Ottawa (Ontario)
K1A 0M1

(613) 993-4331

Commission de l'emploi et de l'immigration du Canada
voir Développment des ressources humaines ou Citoyenneté et Immigration

Commission de l'immigration et du statut de réfugié
222, rue Nepean, 7e étage
Ottawa (Ontario)
K1A 0K1

(613) 995-3514

Commission de la Capitale nationale
3e étage
40, rue Elgin
Ottawa (Ontario)
K1P 1C7

(613) 239-5198

Commission de la fonction publique du Canada
Esplanade Laurier, Tour ouest
300, avenue Laurier ouest
Pièce 1954
Ottawa (Ontario)
L1A 0M7

(613) 992-2425

Commission de révision des lois
voir Ministère de la Justice

Commission de révision des marchés publics
voir Tribunal canadien du commerce extérieur

Commission des champs de bataille nationaux
voir Environnement Canada

Commission des lieux et monuments historiques du Canada
voir Environnement Canada

Commission des plaintes du public contre la GRC
B.P. 3423, Succursale D
Ottawa (Ontario)
K1P 6L4

(613) 952-1302

Commission des relations de travail dans la fonction publique
Édifice C.D. Howe, tour ouest
240, rue Sparks, 6e étage
Ottawa (Ontario)
K1P 5V2

(613) 990-1757

Commission du droit d'auteur Canada
56, rue Sparks, pièce 800
Ottawa (Ontario)
K1A 0C9

(613) 952-8621

Commission canadienne d'examen des exportations de biens culturels
Édifice Journal, Tour nord
300, rue Slater, pièce 500
Ottawa (Ontario)
K1A 0C8

(613) 990-4161

Commission canadienne des affaires polaires
Carré Constitution, Pièce 1710
360, rue Albert
Ottawa (Ontario)
K1R 7X7

(613) 943-8605

Commission canadienne des droits de la personne
Place de Ville, Tour A
320, rue Queen, 13e étage
Ottawa (Ontario)
K1A 1E1

(613) 943-9505

Commission canadienne des grains
voir Agriculture et Agroalimentaire Canada

Commission canadienne des pensions
voir Anciens combattants Canada

Commission canadienne du blé
423, rue Main
B.P. 816
Winnipeg (Manitoba)
R3C 2P5

(204) 983-3453

Commission canadienne du lait
1525, avenue Carling
Ottawa (Ontario)
K1A 0Z2

(613) 998-9490

Commission d'appel des pensions
381, rue Kent, pièce 327
B.P. 8567, Terminus postal
Ottawa (Ontario)
K1G 3H9

(613) 995-0612

Commission d'indemnisation des marins marchands
voir Développement des ressources humaines Canada

Commission de contrôle de l'énergie atomique
280, rue Slater
B.P. 1046, Succursale B
Ottawa (Ontario)
K1P 5S9

(613) 995-1221

Centre canadien de gestion
Campus De La Salle
373, promenade Sussex
C.P. 420, Succursale A
Ottawa (Ontario)
K1N 8V4

(613) 992-8171

Centre canadien d'hygiène et de sécurité au travail
250, rue Main est
Hamilton (Ontario)
L8N 1H6

(905) 572-2981

Centre de recherches pour le développement international
250, rue Albert, 13e étage
Ottawa (Ontario)
K1G 3H9

(613) 236-6163, poste 2123

Centre international pour les droits de la personne
63, rue De Brèsoles
Bureau 100
Montréal (Québec)
H2Y 1V7

(514) 283-6073

Centre national des Arts
1, Place de la Confédération
B.P. 1534, Succ. B
Ottawa (Ontario)
K1P 5W1

(613) 996-5051

Citoyenneté et Immigration Canada
Place du Portage, Phase IV
4e étage, Pièce 4L03
Hull (Québec)
K1A 0J9

(819) 953-9321

Comité de surveillance des activités de renseignements de sécurité
Édifice Jackson
122, rue Bank, 4e étage
B.P. 2430, Succ. D
Ottawa (Ontario)
K1P 5W5

(613) 990-8052

Comité externe d'examen de la GRC
60, rue Queen, Pièce 513
B.P. 1159, Succursale B
Ottawa (Ontario)
K1P 5R2

(613) 990-1860

Commissariat aux langues officielles
110, rue O'Connor
13e étage, pièce 1334
Ottawa (Ontario)
K1A 0T8

(613) 996-6036

Bureau de services juridiques des pensions
voir Anciens combattants Canada

Bureau des relations fédérales-provinciales
voir Bureau du Conseil privé

Bureau du Conseil privé
Édifice Blackburn
85, rue Sparks, pièce 312
Ottawa (Ontario)
K1A 0A3

(613) 957-5210

Bureau du Contrôleur général
Voir Conseil du Trésor du Canada

Bureau du Directeur général des élections
1595 Telesat Court
Ottawa (Ontario)
K1A 0M6

(613) 993-1527

Bureau du Surintendant des institutions financières Canada
255, rue Albert,
15e0 étage
Ottawa (Ontario)
K1A 0H2

(613) 990-5596

Bureau du Vérificateur général du Canada
240, rue Sparks
Pièce 1167
Ottawa (Ontario)
K1A 0G6

(613) 995-3766

Bureau fédéral de développement régional (Québec)
800, Place Victoria
Bureau 3800
B.P. 247
Montréal (Québec)
H4Z 1E8

(514) 283-8418

Canada-Nouvelle-Écosse, Office des hydrocarbures extracôtiers
TD Centre, 6e étage
1791, rue Barrington
Halifax (Nouvelle-Écosse)
B3J 3K9

(902) 422-5588

Canada-Terre-Neuve, Office des hydrocarbures extracôtiers
Place TD – 140, rue Water
Pièce 500
St. John's (Terre-Neuve)
A1C 6H6

(709) 778-1464

Anciens combattants Canada
Édifice Dominion
97, rue Queen, Pièce 205
B.P. 7700
Charlottetown
(Île-du-Prince-Édouard)
C1A 8M9

(902) 566-8609

Approvisionnements et Services Canada
voir Travaux publics et Services gouvernementaux Canada

Archives nationales du Canada
395, rue Wellington, pièce 118
Ottawa (Ontario)
K1A 0N3

(613) 954-4141

Banque du Canada
234, rue Wellington,
2e étage
Ottawa (Ontario)
K1A 0G9

(613) 782-8537

Banque fédérale de développement
Tour de la Place-Victoria
800, Square Victoria
B.P. 335
Montréal (Québec)
H4Z 1L4

(514) 283-3554

Bibliothèque nationale du Canada
395, rue Wellington
Pièce 215
Ottawa (Ontario)
K1A 0N4

(613) 996-2892

Bourse fédérale d'hypothèques
voir Ministère des Finances

Bureau de l'Administrateur de l'Office du transport du grain
200, avenue Graham
Pièce 300
Winnipeg (Manitoba)
R3B 0T4

(204) 983-3212

Bureau de l'Inspecteur général du Service canadien du renseignement de sécurité
Édifice Sir Wilfrid Laurier
340, ave. Laurier ouest
3e étage
Ottawa (Ontario)
K1A 0P8

(613) 990-3270

Bureau de la sécurité des transports du Canada
Place du Centre
200, Promenade du Portage
4e étage
Hull (Québec)
K1A 1K8

(613) 994-8021

Affaires étrangères et Commerce international Canada
Édifice Lester B. Pearson
125, promenade Sussex, Tour A
1er étage
Ottawa (Ontario)
K1A 0G2

(613) 992-1487

Affaires extérieures et Commerce extérieur Canada
voir Affaires étrangères et Commerce international Canada

Affaires indiennes et du Nord Canada
Les Terrasses de la Chaudière
Tour nord
10, rue Wellington
Pièce 1365
Hull (Québec)
K1A 0H4

(819) 997-8277

Agence canadienne de développement international
Place du Centre, 12e étage
200, promenade du Portage
Hull (Québec)
K1A 0G4

(613) 997-0849

Agence de promotion économique du Canada atlantique
Blue Cross Centre
644, rue Main, 3e étage
B.P. 6051
Moncton (Nouveau-Brunswick)
E1C 9J8

(506) 851-3845

Agence de surveillance du secteur pétrolier
voir Ressources naturelles Canada

Agence spatiale canadienne
6767, Route de l'aéroport
Saint-Hubert (Qc)
J3Y 8Y9

(514) 926-4866

Agriculture Canada
voir Agriculture et Agroalimentaire Canada

Agriculture et Agroalimentaire Canada
Édifice Sir John Carling
930, avenue Carling
Pièce 8107
Ottawa (Ontario)
K1A 0C5

(613) 995-5118

Coordonnateurs de l'accès à l'information et de la protection des renseignements personnels (AIPRP)

Administration de la voie maritime du
Saint-Laurent
Place de la Constitution
360, rue Albert, 14e étage
Ottawa (Ontario)
K1R 7X7

(613) 598-4605

Administration de pilotage de
l'Atlantique Canada
Pièce 1402
1959, Upper Water Street
Halifax (Nouvelle-Écosse)
B3J 3N2

(902) 426-2550

Administration de pilotage des Grands
Lacs Canada
202, rue Pitt, 2e étage
B.P. 95
Cornwall (Ontario)
K6J 3P7

(613) 933-2991

Administration de pilotage des
Laurentides Canada
Tour de la Bourse
B.P. 680
Montréal (Québec)
H4Z 1J9

(514) 283-6320

Administration de pilotage du
Pacifique Canada
1199, rue West Hastings
Pièce 300
Vancouver (Colombie-Britannique)
V6E 4G9

(604) 666-6771

Administration du pipe-line du Nord Canada
Édifice Lester B. Pearson
125, promenade Sussex
Ottawa (Ontario)
K1A 0G2

(613) 993-7466

Administration du rétablissement agricole des Prairies
voir Agriculture et Agro-alimentaire Canada

Si vous désirez acheter un exemplaire de la présente publication, veuillez en faire la demande à :

Groupe Communication Canada – Édition
Téléphone : (819) 956-4802
Télécopieur : (819) 994-1498

Pour obtenir des renseignements sur la base de données **Info Source**, communiquez avec :

Division de la politique de l'information, des communications et de la sécurité

Secrétariat du Conseil du Trésor
(613) 957-2408

Pour obtenir des renseignements sur la façon de s'abonner à la base de données **Info Source**, communiquez avec :

QL Systems Limited
Numéro sans frais : 1-800-387-0899
Téléphone : (613) 238-3499
Télécopieur : (613) 238-7597

Vous pouvez également communiquer avec des personnes-ressources aux bureaux des coordonnateurs de l'AIPRP, dont on donne la liste ci-après.

NOTA : Toute demande d'accès à l'information ou de renseignements personnels doit être adressée à l'organisme approprié, dont l'adresse figure dans les pages qui suivent.

Pour utiliser Info Source rapidement et efficacement

Déterminez le chapitre exact Repérez le chapitre du ministère ou de l'organisme fédéral lequel, d'après vous, aurait l'information que vous recherchez. Consultez les dossiers de programmes et les fichiers de renseignements personnels de cet organisme.

Si vous êtes dans l'incertitude quant à l'organisme ou ministère fédéral auquel vous devriez vous adresser, une communication par lettre ou téléphone à tout coordonnateur de l'AIPRP devrait vous mettre sur la bonne voie.

Pour les personnes handicapées Les personnes qui ne sont pas en mesure d'exercer leurs droits en ayant recours aux procédures habituelles peuvent obtenir de l'aide additionnelle de l'un des bureaux de coordination de l'Accès à l'information et de la protection des renseignements personnels.

Où obtenir plus de renseignements

Pour obtenir de plus amples renseignements au sujet de la Loi sur la protection des renseignements personnels, vous pouvez communiquer avec (veuillez voir la note ci-dessous) :

Direction des communications et de la coordination
Secrétariat du Conseil du Trésor du Canada
L'Esplanade Laurier, Tour est
140, rue O'Connor, 9e étage
Ottawa (Ontario)
K1A 0R5
Téléphone : (613) 957-2400

Vous pouvez consulter les publications **Info Source** ou obtenir des dépliants sur la Loi sur l'accès à l'information ou sur la Loi sur la protection des renseignements personnels, à différents endroits à l'intérieur des ministères et organismes, par exemple au bureau du Coordonnateur de l'AIPRP et à la bibliothèque.

aussi très précisément pour quelles raisons et de quelle façon l'information peut être utilisée ou distribuée, et qui peut la recevoir et en faire usage.

La divulgation de l'information Le gouvernement peut divulguer votre information à quelqu'un d'autre que vous seulement avec votre consentement ou lorsque certains critères de la Loi sur la protection des renseignements personnels s'appliquent, par exemple dans le cas d'une citation juridique.

Les délais En vertu de la Loi, l'information que vous demandez devrait vous être communiquée en tout ou en majeure partie dans un délai de 30 jours ou moins après réception de la demande. Si une prorogation est nécessaire, vous en serez avisé dans les premiers 30 jours et on vous donnera la raison pour laquelle une autre période de 30 jours pourrait être requise.

Le Commissaire à la protection de la vie privée
Le Commissaire à la protection de la vie privée est un représentant du public qui possède le pouvoir d'examiner les plaintes relatives aux irrégularités touchant la collecte, l'usage, l'entreposage, la divulgation et la façon de disposer des renseignements personnels. Le Commissaire à la protection de la vie privée peut également vous aider si vous êtes insatisfait des résultats de votre demande officielle ou du temps requis pour obtenir votre information.

Lorsque le Commissaire a terminé son enquête, toute personne qui est d'avis qu'on ne lui a toujours pas accordé l'accès aux renseignements personnels auxquels elle estime avoir droit peut en appeler à la Section de première instance de la Cour fédérale.

Vous pouvez communiquer par écrit ou par téléphone avec le bureau du Commissaire à :

Place de Ville, Tour B
112, rue Kent, 3e étage
Ottawa (Ontario) K1A 1H3
Téléphone : 995-2410 (Ottawa-Hull)
1-800-267-0441 (sans frais partout au Canada)

renseignements personnels sous le sceau de la confidentialité. En général, de tels renseignements ont trait à d'autres individus, à la sécurité nationale et à l'exécution de la Loi.

Comment faire une demande
Lorsque vous avez décidé de faire une demande officielle en vertu de la Loi sur la protection des renseignements personnels, voici la procédure à suivre :

- Obtenez un formulaire de demande d'accès à des renseignements personnels dans les endroits où la publication **Info Source** est disponible.
- Remplissez le formulaire et identifiez-vous de façon à ce que le gouvernement puisse vérifier qui vous êtes, c-à-d. que c'est bien **vous**, et non quelqu'un d'autre, qui veut obtenir votre information. Plus les renseignements que vous fournirez seront précis, le plus promptement vous recevrez une réponse.
- Faites parvenir le formulaire au coordonnateur de la Protection des renseignements personnels de votre ministère ou organisme fédéral.
- Si vous êtes un ancien fonctionnaire, adressez-vous au Centre des documents du personnel, Archives nationales du Canada, parc Tunney, Ottawa (Canada), K1A 0N3.
- Il n'y a aucun frais pour faire une demande en vertu de la Loi sur la protection des renseignements personnels.

Pour apporter des changements aux renseignements Si vous croyez que les renseignements qu'un organisme fédéral détient sur vous sont faux ou trompeurs, vous êtes en droit d'en demander la rectification. Si cet organisme refusait de faire les modifications requises, il serait tenu de porter une note à votre dossier faisant état de votre demande de correction.

La sauvegarde des renseignements personnels La protection des renseignements personnels et de la vie privée est un autre but très important de la Loi sur la protection des renseignements personnels. La Loi stipule quand et comment le gouvernement peut recueillir, entreposer et disposer des renseignements personnels. Elle stipule

Fichiers centraux

Les fichiers centraux comprennent des renseignements concernant les employés de quelques-unes ou de l'ensemble des organismes fédéraux. Ces fichiers sont conservés par les organismes centraux tels que la Commission de la fonction publique, le Conseil du Trésor et Travaux publics et Services gouvernementaux Canada.

Fichiers particuliers

Les fichiers particuliers contiennent des renseignements personnels sur les employés et sont créés par les ministères ou les organismes pour répondre à leurs besoins.

Loi sur la protection des renseignements personnels

La collecte des renseignements personnels fait partie des activités quotidiennes des ministères et organismes du gouvernement fédéral. La Loi sur la protection des renseignements personnels garantit aux citoyens canadiens et aux personnes présentes au Canada l'accès à l'information à leur sujet qui est détenue par le gouvernement fédéral. La Loi les protège également de la divulgation non autorisée de ces renseignements personnels. De plus, elle place des contrôles très stricts sur la façon dont le gouvernement peut faire la collecte, l'usage, l'entreposage et la divulgation des renseignements personnels, et sur la façon dont il peut en disposer.

La plupart des renseignements sont disponibles sur demande - Dans bien des cas, vous pouvez, en tant qu'employé du gouvernement fédéral, obtenir vos renseignements d'un organisme fédéral sans avoir à faire une demande officielle en vertu de la Loi sur la protection des renseignements personnels. Vous devriez d'abord vous mettre en communication avec un agent du personnel de l'organisme où vous êtes présentement employé, en vous adressant soit à l'administration centrale ou à un bureau régional, le cas échéant.

Certains renseignements personnels sont confidentiels En vertu de la Loi sur la protection des renseignements personnels, le gouvernement fédéral est tenu de garder certains types de

titre officiel, c.-à-d. ministère de l'Agriculture et de l'Agroalimentaire, ou ministère de la Santé.

L'introduction
L'Introduction comprend :

- des explications sur certains termes-clefs utilisés dans ce volume et sur quelques points essentiels de la Loi sur la protection des renseignements personnels, de même que des indications pour trouver l'information désirée soit en utilisant **Info Source** ou en faisant une demande officielle en vertu de cette Loi;
- une liste des **Coordonnateurs de la protection des renseignements personnels**, disposée dans le même ordre que la table des matières; et
- la description du contenu des Fichiers ordinaires – voir la définition ci-dessous.

Les chapitres
Un chapitre est consacré à chaque ministère ou organisme du gouvernement fédéral qui est assujetti à la Loi sur la protection des renseignements personnels. Chaque chapitre donne une description des fichiers de renseignements personnels visant les fonctionnaires actuels ou les personnes qui ont déjà travaillé pour des organismes fédéraux.

La présente publication contient trois catégories de fichiers de renseignements personnels, comme suit :

Fichiers ordinaires
Les fichiers ordinaires contiennent des renseignements de nature administrative que les organismes fédéraux peuvent conserver au sujet de leurs employés. Ces catégories de renseignements sont, par exemple, le « Dossier personnel d'un employé », «Rémunération et avantages », et « Formation et perfectionnement ». Tous les organismes ne conservent pas nécessairement pour chaque employé tous les dossiers décrits dans les fichiers ordinaires.

Introduction

NOTA : La présente introduction est imprimée en gros caractères afin d'en améliorer la lisibilité pour les personnes qui éprouvent des difficultés visuelles.

À propos d'Info Source

Info Source (Sources de renseignements sur les employés fédéraux), vous aidera à repérer les renseignements personnels que le gouvernement fédéral détient sur vous si vous êtes présentement ou avez déjà été à son emploi. Cette publication vous guidera également dans l'exercice de vos droits en vertu de la Loi sur la protection des renseignements personnels.

La présente publication constitue un volume qui complète **Info Source (Sources de renseignements fédéraux)**, une publication contenant des renseignements sur le gouvernement du Canada, ainsi que sur la structure organisationnelle et les fonds de renseignements de celui-ci.

Info Source regroupe et remplace **Le Registre d'accès** et le **Répertoire des renseignements personnels**, deux publications que vous avez peut-être vues et utilisées auparavant.

Des bulletins de mise à jour et le **Guide des sources de renseignements fédéraux** complètent l'édition annuelle d'**Info Source**.

Ce que contient Info Source

Info Source comporte trois éléments principaux :

La table des matières

La table des matières est par ordre alphabétique en utilisant le nom d'usage courant de chaque ministère ou organisme, par ex. Agriculture et Agroalimentaire Canada ou Santé Canada, plutôt que le

53 Conseil de la radiodiffusion et des télécommunications canadiennes 71
54 Conseil de recherches en sciences humaines du Canada 71
55 Conseil de recherches en sciences naturelles et en génie du Canada 72
56 Conseil de recherches médicales du Canada 73
57 Conseil des Arts du Canada 73
58 Conseil du Trésor du Canada (Secrétariat) 75
59 Conseil national de recherches Canada 89
60 Conseil national des produits agricoles 91
61 Construction de Défense Canada 91
62 Corporation commerciale canadienne 92
63 Défense nationale 92
64 Développement des ressources humaines Canada 108
65 Diversification de l'économie de l'Ouest Canada 110
66 Enquêteur correctionnel Canada 111
67 Environnement Canada 111
68 Gendarmerie royale du Canada 111
69 Industrie Canada 119
70 Ministère de la Justice Canada 122
71 Ministère des Finances Canada 123
72 Monnaie royale canadienne 124
73 Musée canadien de la nature 126
74 Musée canadien des civilisations 127
75 Musée des beaux-arts du Canada 127
76 Musée national des sciences et de la technologie 128
77 Office Canada-Terre-Neuve des hydrocarbures extracôtiers 128
78 Office canadien du poisson salé 129
79 Office de commercialisation du poisson d'eau douce 129
80 Office des eaux des Territoires du Nord-Ouest 129
81 Office des eaux du territoire du Yukon 130
82 Office national de l'énergie 130
83 Office national des transports du Canada 130
84 Office national du film 131
85 Patrimoine canadien 131
86 Pêches et Océans Canada 132
87 Ressources naturelles Canada 134
88 Revenu Canada 138
89 Santé Canada 140
90 Service canadien du renseignement de sécurité 143
91 Service correctionnel Canada 150
92 Société canadienne d'hypothèques et de logement 151
93 Société canadienne des ports 156
94 Société canadienne des postes 156
95 Société d'assurance-dépôts du Canada 171
96 Société de développement de l'industrie cinématographique canadienne 172
97 Société du Centre national des Arts 174
98 Société du crédit agricole Canada 174
99 Société immobilière du Canada Limitée 175
100 Société pour l'expansion des exportations 175
101 Solliciteur général Canada 178
102 Statistique Canada 179
103 Transports Canada 180
104 Travaux publics et Services gouvernementaux Canada 182
105 Tribunal canadien du commerce extérieur 184

Table des matières

Introduction

À propos d'*Info Source* I

Ce que contient *Info Source* I

Loi sur la protection des renseignements personnels III

Pour utiliser *Info Source* rapidement et efficacement VI

Coordonnateurs de la protection des renseignements personnels VIII

Description des fichiers ordinaires XXIII

Chapitres

1 Administration de la voie maritime du Saint-Laurent 1

2 Administration de pilotage de l'Atlantique Canada 2

3 Administration de pilotage des Grands Lacs Canada 2

4 Administration de pilotage des Laurentides Canada 3

5 Administration de pilotage du Pacifique Canada 3

6 Administration du pipe-line du Nord Canada 4

7 Affaires étrangères et Commerce international Canada 5

8 Affaires indiennes et du Nord Canada..... 7

9 Agence canadienne d'évaluation environnementale 8

10 Agence canadienne de développement international..... 8

11 Agence de promotion économique du Canada atlantique..... 8

12 Agence spatiale canadienne..... 9

13 Agriculture et Agroalimentaire Canada 10

14 Anciens Combattants Canada 16

15 Archives nationales du Canada..... 16

16 Banque de développement du Canada 21

17 Banque du Canada..... 22

18 Bibliothèque nationale du Canada..... 28

19 Bureau de l'Inspecteur général du Service canadien du renseignement de sécurité 28

20 Bureau de la sécurité des transports du Canada 28

21 Bureau du Conseil privé..... 29

22 Bureau du Directeur général des élections..... 30

23 Bureau du surintendant des institutions financières Canada 30

24 Bureau du Vérificateur général du Canada..... 30

25 Bureau fédéral de développement régional (Québec) 31

26 Canada-Nouvelle-Écosse des hydrocarbures extracôtiers 32

27 Centre canadien d'hygiène et de sécurité au travail 32

28 Centre canadien de gestion 33

29 Centre de recherches pour le développement international..... 33

30 Citoyenneté et Immigration 35

31 Comité de surveillance des activités de renseignement de sécurité..... 37

32 Comité externe d'examen de la GRC 37

33 Commissariat aux langues officielles 39

34 Commission canadienne d'examen des exportations de biens culturels 40

35 Commission canadienne des affaires polaires 40

36 Commission canadienne des droits de la personne..... 41

37 Commission canadienne du blé 41

38 Commission canadienne du lait 41

39 Commission d'appel des pensions 42

40 Commission de contrôle de l'énergie atomique..... 42

41 Commission de l'immigration et du statut de réfugié..... 42

42 Commission de la Capitale nationale 44

43 Commission de la Fonction publique du Canada 45

44 Commission des plaintes du public contre la GRC..... 63

45 Commission des relations de travail dans la Fonction publique 63

46 Commission du droit d'auteur Canada 66

47 Commission nationale des libérations conditionnelles 66

48 Condition féminine Canada 67

49 Conseil canadien des normes..... 67

50 Conseil canadien des relations de travail 69

51 Conseil d'examen du prix des médicaments brevetés 70

52 Conseil de contrôle des renseignements relatifs aux matières dangereuses 70

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Secrétariat du Conseil du Trésor
Direction de la gestion des finances et de l'information
Division de l'information, des communications
et de la sécurité

Gouvernement du Canada
Government of Canada

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Sources of Federal Employee Information 1996-1997

Treasury Board Secretariat
Chief Information Officer Branch
Information, Communications and Security Policy Division

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Table of Contents

Introduction

About Info Source I

Inside Info Source I

Privacy Act III

Using Info Source quickly and effectively V

Where to obtain more information VI

Access to Information and Privacy Coordinators VII

Standard Bank Descriptions XXIII

Chapter

1 Agriculture and Agri-Food Canada 1

2 Atlantic Canada Opportunities Agency . 6

3 Atlantic Pilotage Authority Canada 7

4 Atomic Energy Control Board 8

5 Bank of Canada 8

6 Business Development Bank of Canada 12

7 Canada Council 14

8 Canada Deposit Insurance Corporation 15

9 Canada Labour Relations Board 16

10 Canada Lands Company Limited 16

11 Canada Mortgage and Housing Corporation 17

12 Canada-Newfoundland Offshore Petroleum Board 20

13 Canada-Nova Scotia Offshore Petroleum Board 21

14 Canada Ports Corporation 21

15 Canada Post Corporation 22

16 Canadian Centre for Management Development 34

17 Canadian Centre for Occupational Health and Safety 35

18 Canadian Commercial Corporation 36

19 Canadian Cultural Property Export Review Board 36

20 Canadian Dairy Commission 36

21 Canadian Environmental Assessment Agency 37

22 Canadian Film Development Corporation 37

23 Canadian Heritage 38

24 Canadian Human Rights Commission 40

25 Canadian International Development Agency 40

26 Canadian International Trade Tribunal . . 41

27 Canadian Museum of Civilization 41

28 Canadian Museum of Nature 42

29 Canadian Polar Commission 42

30 Canadian Radio-television and Telecommunications Commission 42

31 Canadian Security Intelligence Service . 43

32 Canadian Space Agency 49

33 Canadian Transportation Agency 49

34 Canadian Wheat Board 49

35 Citizenship and Immigration 50

36 Copyright Board Canada 52

37 Correctional Investigator Canada, The . 52

38 Correctional Service of Canada 52

39 Defence Construction Canada 54

40 Department of Finance Canada 54

41 Department of Justice Canada 55

42 Environment Canada 56

43 Export Development Corporation 56

44 Farm Credit Corporation Canada 59

45 Federal Office of Regional Development (Quebec) 60

46 Fisheries and Oceans 60

47 Foreign Affairs and International Trade Canada 62

48 Freshwater Fish Marketing Corporation 64

49 Great Lakes Pilotage Authority Canada 65

50 Hazardous Materials Information Review Commission 65

51 Health Canada 66

52 Historic Sites and Monuments Board of Canada 68

53 Human Resources Development Canada 68

54 Immigration and Refugee Board 70

55 Indian and Northern Affairs Canada . . . 71
56 Industry Canada 71
57 International Development Research Centre 74
58 Laurentian Pilotage Authority Canada . . 76
59 Medical Research Council of Canada . . 76
60 National Archives of Canada 77
61 National Arts Centre 81
62 National Battlefields Commission 81
63 National Capital Commission 82
64 National Defence 83
65 National Energy Board 97
66 National Farm Products Council 97
67 National Film Board of Canada 97
68 National Gallery of Canada 98
69 National Library of Canada 98
70 National Museum of Science and Technology 98
71 National Parole Board 99
72 National Research Council Canada . . . 100
73 Natural Resources Canada 101
74 Natural Sciences and Engineering Research Council of Canada 104
75 Northern Pipeline Agency Canada 104
76 Northwest Territories Water Board 105
77 Office of the Auditor General of Canada 105
78 Office of the Chief Electoral Officer 105
79 Office of the Commissioner of Official Languages 106
80 Office of the Inspector General of the Canadian Security Intelligence Service 107
81 Office of the Superintendent of Financial Institutions Canada 107
82 Pacific Pilotage Authority Canada 108
83 Patented Medicine Prices Review Board 109
84 Pension Appeals Board 109
85 Privy Council Office 109
86 Public Service Commission of Canada 110
87 Public Service Staff Relations Board . . . 125
88 Public Works and Government Services Canada 128
89 Revenue Canada 129
90 Royal Canadian Mint 132
91 Royal Canadian Mounted Police 134
92 Royal Canadian Mounted Police External Review Committee 140
93 Royal Canadian Mounted Police Public Complaints Commission 141
94 Security Intelligence Review Committee 142
95 Social Sciences and Humanities Research Council of Canada 142
96 Solicitor General Canada, Ministry Secretariat 143
97 St. Lawrence Seaway Authority, The . . . 143
98 Standards Council of Canada 145
99 Statistics Canada 146
100 Status of Women Canada 147
101 Transport Canada 147
102 Transportation Safety Board of Canada 149
103 Treasury Board of Canada Secretariat 150
104 Veterans Affairs Canada 162
105 Western Economic Diversification Canada 162
106 Yukon Territory Water Board 163

Introduction

Note: This introduction to **Info Source** is in large print to assist persons with visual disabilities.

About Info Source

Info Source: Sources of Federal Employee Information, will help you, as a current or former federal employee, to locate your personal information held by the government. It will also help you to exercise your rights under the *Privacy Act*.

This book is a complementary volume to **Info Source: Sources of Federal Government Information** which contains information about the Government of Canada, its organization and its information holdings.

Info Source combines and replaces the Access Register and the Index to Personal Information, two publications you might have seen or used before.

The annual edition of **Info Source** is complemented by bulletins, the Directory of Federal Government Enquiry Points and the Directory of Federal Government Databases.

Inside Info Source

This **Info Source** book has three main components:

Table of Contents

The Table of Contents is organized alphabetically by the commonly used name of the department or agency, such as Agriculture and Agri-Food Canada or Health Canada, rather than by their legal titles, Department of Agriculture and Agri-Food or Department of Health.

Introduction

The Introduction includes:

- information about the terms used in this book, some essential points about the *Privacy Act*, and directions on how to locate information by using **Info Source** or by making a formal request under the *Privacy Act*;
- a list of Privacy Coordinators, which is organized in the same order as the Table of Contents; and
- the description of the contents of Standard Banks — see definition below.

Chapters

There is one chapter for each federal government department or agency subject to the *Privacy Act*. Each chapter contains a list or a description of personal information banks relating to current and former employees of the institution.

This book contains three types of personal information banks, as follows:

Standard Banks Standard Banks consist of administrative information which many government institutions maintain about their employees. Types of information include "Employee Personal Records", "Pay and Benefits" and "Training and Development". Not all government institutions require for each employee all the records described in the Standard Banks.

Central Banks These banks include information about employees from all or several government institutions. They are maintained by central agencies such as the Public Service Commission, the Treasury Board Secretariat and Public Works and Government Services Canada.

Particular Banks Particular Banks contain personal information about employees that is specific to the requirements of each department or agency.

Privacy Act

In its day-to-day operations, federal government departments and agencies collect personal information from almost all Canadians. The *Privacy Act* gives Canadian citizens and people present in Canada the right to have access to information that is held about them by the federal government. It also protects against unauthorized disclosure of personal information. In addition, it strictly controls how the government will collect, use, store, disclose and dispose of any personal information.

Most information available when you ask In many cases, you, as a federal employee, may be able to obtain your personal information from a government institution without applying under the *Privacy Act*. You should seek information about gaining access to your records by contacting a personnel officer at your employing institution at headquarters, or in the regions, as appropriate.

Some personal information is confidential The federal government must keep some personal information confidential under the *Privacy Act*, much of which relates to other people, national security or law enforcement.

How to apply

When you have decided to make a formal request under the *Privacy Act* there are certain procedures to follow.

Obtain a Personal Information Request Form at any location where **Info Source** is available.

- Fill out the form and identify yourself in such a way that the government institution can verify who you are, i.e. that it is you, and not someone else, asking for your information. The more precise the information you provide, the faster your request can be answered.
- If you are currently a federal employee, send the form to the Privacy Coordinator in your department or agency.
- If you are a former federal employee, you should contact the National Personnel Records Centre, National Archives of Canada, Tunney's Pasture, Ottawa, Canada K1A 0N3.

There is no charge to apply for information under the *Privacy Act*.

To change the information If you believe the information which a federal institution has on file about you is untrue or misleading, you can ask to have it corrected. Even if the department or agency does not agree to change this information, it must make a note that you have asked for the change and attach it to the file.

Safeguarding personal information The protection of your personal information and privacy is also a very important purpose of the *Privacy Act*. The Act states how and when the government can collect, store and dispose of personal information. It also covers specifically why and how the information can be used or given out, as well as who can use or receive it.

Giving out information The government can only disclose your information to someone else with your consent or when one or more of the criteria in the *Privacy Act* are met, such as to comply with a subpoena.

Turnaround time Under the law, all or most of the information you ask for should be disclosed within 30 days of receiving the request. If a time extension is required, you will be notified within the first 30 days and told why up to another 30 days may be needed.

Privacy Commissioner

The Privacy Commissioner is a representative of the people with the power to look into complaints of improper collection, use, storage, disclosure or disposal of personal information. The Privacy Commissioner can also help if you are dissatisfied with the results of your formal application or the time it has taken to see your personal information.

When the Privacy Commissioner's investigation is complete, an individual who is of the opinion that they have not been given access to all of their personal information which they are entitled has the right to apply to the Federal Court — Trial Division for a review of the matter.

You can write or call the Privacy Commissioner's office at:

Place de Ville, Tower B
112 Kent Street, 3rd Floor
Ottawa, Ontario
K1A 1H3
Telephone: 995-2410 in Ottawa-Hull
1-800-267-0441 (national toll free number)

Using Info Source quickly and effectively

Determine the correct chapter Turn to the chapter of the department or agency you think has the information, and check the Personal Information Banks.

If you are unsure about the correct department or agency, a telephone call or letter to any Privacy Coordinator's office should provide the answer.

For persons with disabilities Individuals who are unable to exercise their rights using regular procedures may obtain further assistance from any Privacy Coordinator's office.

Where to obtain more information

For more information about the *Privacy Act*, you may contact (please see note below):

Public Affairs Branch
Treasury Board of Canada Secretariat
L'Esplanade Laurier, East Tower
140 O'Connor Street, 9th Floor
Ottawa, Ontario
K1A 0R5
Telephone: (613) 957-2400
Fax: (613) 952-3658
E-mail: infosource@tbs-sct.gc.ca

You may consult **Info Source** publications and obtain copies of brochures on the *Access to Information Act* and the *Privacy Act*, at various locations within departments and agencies, such as the Office of the Access to Information and Privacy Coordinator and the library.

If you would like to purchase a copy of this publication, please contact:

Canada Communications Group — Publishing
Telephone: (819) 956-4802
Fax: (819) 994-1498

For information on the **Info Source** database, please call:

Information, Communications and Security Policy Division
Treasury Board of Canada Secretariat
(613) 957-2408

You may also obtain information from the Offices of the Access to Information and Privacy Coordinators listed in the next pages.

Please Note: Privacy requests must be addressed to the appropriate institutions, at the addresses listed in the pages which follow.

Access to Information and Privacy Coordinators

Agricultural Products Board
see Agriculture and Agri-Food Canada

Agricultural Stabilization Board
see Agriculture and Agri-Food Canada

Agriculture and Agri-Food Canada
Sir John Carling Bldg.
Room 841
930 Carling Avenue
Ottawa, Ontario
K1A 0C5
(613) 759-6765

Atlantic Canada Opportunities Agency
Blue Cross Centre
644 Main Street, 3rd Floor
P.O. Box 6051
Moncton, New Brunswick
E1C 9J8
(506) 851-3845

Atlantic Pilotage Authority Canada
Purdy's Wharf, Tower 1
Suite 1402,
1959 Upper Water Street
Halifax, Nova Scotia
B3J 3N2
(902) 426-2550

Atomic Energy Control Board
280 Slater Street
P.O. Box 1046, Station B
Ottawa, Ontario
K1P 5S9
(613) 996-9997

Bank of Canada
234 Wellington Street
2nd Floor
Ottawa, Ontario
K1A 0G9
(613) 782-8537

Bureau of Pension Advocates
see Veterans Affairs Canada

Business Development Bank of Canada
5 Place Ville Marie, Suite 300
Montreal, Quebec
H3B 5E7
(514) 283-3554

Canada Council
350 Albert Street
9th Floor
Ottawa, Ontario
K1P 5V8
(613) 237-3400 Ext:4261

Canada Deposit Insurance Corporation
50 O'Connor Street
17th Floor
Ottawa, Ontario
K1P 5W5
(613) 947-0268

Canada Employment and Immigration Commission
see Human Resources Development or Citizenship and Immigration

Canada Labour Relations Board
C.D. Howe Bldg., West Tower
240 Sparks Street
4th floor
Ottawa, Ontario
K1A 0X8
(613) 996-9466

Canada Lands Company Limited
see Public Works and Government Services Canada

Canada Mortgage and Housing Corporation
700 Montreal Road
Room C2-204
Ottawa, Ontario
K1A 0P7
(613) 748-2843

Canada-Newfoundland Offshore Petroleum Board
TD Place, 140 Water Street
Suite 500
St. John's, Newfoundland
A1C 6H6
(709) 778-1464

Canada-Nova Scotia Offshore Petroleum Board
TD Centre, 6th Floor
1791 Barrington Street
Halifax, Nova Scotia
B3J 3K9
(902) 422-5588

Canada Ports Corporation
99 Metcalfe Street
9th Floor
Ottawa, Ontario
K1A 0N6
(613) 957-6760

Canada Post Corporation
— Privacy only
2701 Riverside Drive
Suite E0341
Ottawa, Ontario
K1A 0B1
(613) 734-6871

Canadian Centre for Management Development
De La Salle Campus
373 Sussex Drive
P.O. Box 420, Station A
Ottawa, Ontario
K1N 8V4
(613) 947-9338

Canadian Centre for Occupational Health and Safety
250 Main Street East
Hamilton, Ontario
L8N 1H6
(905) 572-2981

Canadian Commercial Corporation
50 O'Connor Street
11th Floor
Ottawa, Ontario
K1A 0S6
(613) 996-0116

Canadian Cultural Property Export Review Board
3rd Floor
15 Eddy Street
Hull, Quebec
K1A 0M5
(819) 997-7761

Canadian Dairy Commission
1525 Carling Avenue
Ottawa, Ontario
K1A 0Z2
(613) 998-9490

Canadian Environmental Assessment Agency
13th Floor
200 Sacré-Coeur Blvd.
Hull, Quebec
K1A 0H3
(819) 953-5537

Canadian Film Development Corporation
Tour de la Banque nationale
14th floor
600 de la Gauchetiere St. West
Montreal, Quebec
H3B 4L2
(514) 283-6363

Canadian Forces
see National Defence

Canadian Government Standards Board
see Public Works and Government Services Canada

Canadian Grain Commission
see Agriculture and Agri-Food Canada

Canadian Heritage
Room 1496
Jules Léger Building
25 Eddy Street
Hull, Québec
K1A 0M5
(819) 997-2894

Canadian Human Rights Commission
Place de Ville, Tower A
320 Queen Street, 13th Floor
Ottawa, Ontario
K1A 1E1
(613) 943-9047

Canadian International Development Agency
Place du Centre, 12th floor
200, promenade du Portage
Hull, Quebec
K1A 0G4
(613) 997-0849

Canadian International Trade Tribunal
Standard Life Centre
333 Laurier Ave. West
15th floor
Ottawa, Ontario
K1A 0G7
(613) 993-4717

Canadian Museum of Civilization
100 Laurier Street
Box 3100, Station B
Hull, Quebec
J8X 4H2
(613) 776-7115

Canadian Museum of Nature
Victoria Memorial Museum Building
Metcalfe and McLeod Streets
P.O. Box 3443, Station D
Ottawa, Ontario
K1P 6P4
(613) 954-9879

Canadian Pension Commission
see Veterans Affairs Canada

Canadian Polar Commission
Constitution Square, Suite 1710
360 Albert Street
Ottawa, Ontario
K1R 7X7
(613) 943-8605

Canadian Radio-television and Telecommunications Commission
Les Terrasses de la Chaudiere
1 Promenade du Portage
5th Floor
Hull, Quebec
K1A 0N2
(819) 994-5366

Canadian Security Intelligence Service
P.O. Box 9732
Station Terminal T
Ottawa, Ontario
K1G 4G4
(613) 231-0107

Canadian Space Agency
6767 Route de l'aéroport
St. Hubert, Quebec
J3Y 8Y9
(514) 926-4866

Canadian Transportation Agency
Jules Leger Building
15 Eddy Street, 16th Floor
Hull, Quebec
K1A 0N9
(819) 994-2564

Canadian Wheat Board
— Privacy only
423 Main Street
P.O. Box 816
Winnipeg, Manitoba
R3C 2P5
(204) 983-1752

Citizenship and Immigration Canada
3rd Floor, Journal Tower North
300 Slater Street
Ottawa, Ontario
K1A 1L1
(819) 957-6512

Communications Canada
see Canadian Heritage, Industry Canada or Public Works and Government Services

Consumer and Corporate Affairs Canada
see Industry Canada, Canadian Heritage or Agriculture and Agri-Food Canada

Copyright Board Canada
56 Sparks Street, Room 800
Ottawa, Ontario
K1A 0C9
(613) 952-8628

Correctional Investigator Canada, The
275 Slater Street
Room 402
Ottawa, Ontario
K1P 5H9
(613) 990-2692

Correctional Service of Canada
1st Floor, Section C
340 Laurier Avenue West
Ottawa, Ontario
K1A 0P9
(613) 995-3466

Custodian of Enemy Property
Public Works and Government Services Canada

Defence Construction Canada
Place de Ville, Tower B
112 Kent Street, 17th Floor
Ottawa, Ontario
K1A 0K3
(613) 998-9539

Department of Finance Canada
Esplanade Laurier, East Tower
140 O'Connor Street
21st Floor
Ottawa, Ontario
K1A 0G5
(613) 992-6923

Department of Justice Canada
Justice Building, Room 34
239 Wellington Street
Ottawa, Ontario
K1A 0H8
(613) 952-0617

Department of the Secretary of State of Canada
see Human Resources Development, Canadian Heritage or Public Works and Government Services

Director of Soldier Settlement
see Veterans Affairs Canada

Director Veterans' Land Act, The
see Veterans Affairs Canada

Employment and Immigration Canada
see Citizenship and Immigration or Human Resources Development

Energy, Mines and Resources Canada
see Natural Resources Canada

Energy Supplies Allocation Board
see Natural Resources Canada

Environment Canada
Terrasses de la Chaudiere
10 Wellington Street, 4th floor
Hull, Quebec
K1A 0H3
(819) 997-2992

Export Development Corporation
— Privacy only
151 O'Connor Street
6th Floor
Ottawa, Ontario
K1P 1K3
(613) 598-2899

External Affairs and International Trade Canada
see Foreign Affairs and International Trade Canada

Farm Credit Corporation Canada
1800 Hamilton Street
P.O. Box 4320
Regina, Saskatchewan
S4P 4L3
(306) 780-8608

Federal Mortgage Exchange Corporation
see Department of Finance Canada

Federal Office of Regional Development (Quebec)
800 Place Victoria, Room 3800
C.P. 247
Montreal, Québec
H4Z 1E8
(514) 283-8418

Federal-Provincial Relations Office
see Privy Council Office

Fisheries and Oceans
Centennial Towers
200 Kent Street, Station 948
Ottawa, Ontario
K1A 0E6
(613) 990-3438

Fisheries and Oceans Research Advisory Council
see Fisheries and Oceans

Fisheries Prices Support Board
see Fisheries and Oceans

Foreign Affairs and International Trade Canada
Lester B. Pearson Building,
Main Floor
125 Sussex Drive (JIX)
Ottawa, Ontario
K1A 0G2
(613) 992-1487

Forestry Canada
see Natural Resources Canada

Freshwater Fish Marketing Corporation
1199 Plessis Road
Winnipeg, Manitoba
R2C 3L4
(204) 983-6461

Great Lakes Pilotage Authority Canada
202 Pitt Street, 2nd Floor
P.O. Box 95
Cornwall, Ontario
K6J 3P7
(613) 933-2991

Hazardous Materials Information Review Commission
200 Kent Street, Suite 9000
Ottawa, Ontario
K1A 0M1
(613) 993-4331

Health and Welfare Canada
see Health Canada

Health Canada
Brooke Claxton Building (0909D)
Room 967D
Tunney's Pasture
Ottawa, Ontario
K1A 0K9
(613) 957-3051

Historic Sites and Monuments Board of Canada
Jules-Léger Building
5th Floor
Les Terrasses de la Chaudière
25 Eddy Street
Hull, Québec
K1A 0M5
(819) 997-4059

Human Resources Development Canada
Place du Portage, Phase IV
140 Promenade du Portage
4th Floor
Hull, Québec
K1A 0J9
(819) 994-0416

Immigration and Refugee Board
222 Nepean Street, 7th Floor
Ottawa, Ontario
K1A 0K1
(613) 995-3514

Indian and Northern Affairs Canada
Les Terrasses de la Chaudiere
North Tower
10 Wellington Street
Room 517
Hull, Quebec
K1A 0H4
(819) 997-8277

Industry Canada
C.D. Howe Building
235 Queen Street
1st floor East, Room 182B
Ottawa, Ontario
K1A 0H5
(613) 954-2752

Industry, Science and Technology Canada
see Industry Canada

International Centre for Human Rights and Democratic Development
63 De Brésoles, Suite 100
Montreal, Québec
H2Y 1V7
(514) 283-6073

International Development Research Centre
250 Albert Street, 13th Floor
Ottawa, Ontario
K1G 3H9
(613) 236-6163, ext. 2123

Jacques Cartier and Champlain Bridges Inc.
see The St. Lawrence Seaway Authority

Labour Canada
see Human Resources Development

Laurentian Pilotage Authority Canada
715 Victoria Square
6th Floor
Stock Exchange Tower
P.O. Box 680
Montreal, Québec
H4Z 1J9
(514) 496-1805

Medical Research Council of Canada
Holland Cross Building
Tower B, 5th Floor
1600 Scott Street
Ottawa, Ontario
K1A 0W9
(613) 954-1812

Merchant Seamen Compensation Board
see Human Resources Development Canada

Multiculturalism and Citizenship Canada
see Canadian Heritage or Citizenship and Immigration

National Archives of Canada
395 Wellington Street
Room 128
Ottawa, Ontario
K1A 0N3
(613) 995-5493 — Access to Information
(613) 947-8468 — Privacy

National Arts Centre — Privacy only
1 Confederation Square
P.O. Box 1534, Station B
Ottawa, Ontario
K1P 5W1
(613) 996-5051

National Battlefields Commission
390 de Bernières Avenue
Québec, QC
G1R 2L7
(418) 648-3506

National Capital Commission
40 Elgin Street
3rd Floor
Ottawa, Ontario
K1P 1C7
(613) 239-5198

National Defence
Centre Block North
101 Colonel By Drive
13th Floor
Ottawa, Ontario
K1A 0K2
(613) 995-8393

National Energy Board
311 — 6th Avenue South West
Calgary, Alberta
T2P 3H2
(403) 299-2717

National Farm Products Council
Martel Building
270 Albert Street, 13th Floor
P.O. Box 3430, Station D
Ottawa, Ontario
K1P 6L4
(613) 995-8840

National Film Board of Canada
P.O. Box 6100, Station A
Montreal, Quebec
H3C 3H5
(514) 283-9028

National Gallery of Canada
380 Sussex Drive
Room 532
P.O. Box 427, Station A
Ottawa, Ontario
K1N 9N4
(613) 991-0040

National Library of Canada
395 Wellington Street
Room 215
Ottawa, Ontario
K1A 0N4
(613) 996-2892

National Museum of Science and Technology
2421 Lancaster Road
P.O. Box 9724, Station T
Ottawa, Ontario
K1G 5A3
(613) 991-3033

National Parole Board
Sir Wilfrid Laurier Building
340 Laurier Avenue West
9th Floor
Ottawa, Ontario
K1A 0R1
(613) 954-5946

National Research Council Canada
Building M-58, Montreal Road
Room S-306
Ottawa, Ontario
K1A 0R6
(613) 990-2558

Natural Resources Canada
580 Booth Street
2nd Floor
Ottawa, Ontario
K1A 0E4
(613) 943-0469

Natural Sciences and Engineering Research Council of Canada
350 Albert Street, 13th Floor
Ottawa, Ontario
K1A 1H5
(613) 995-6214

Northern Pipeline Agency Canada
Lester B. Pearson Building
125 Sussex Drive
Ottawa, Ontario
K1A 0G2
(613) 993-7466

Northwest Territories Water Board
Precambrian Building
9th Floor
P.O. Box 1500
Yellowknife, Northwest Territories
X1A 2R3
(403) 920-8191

Office of the Auditor General of Canada
— Privacy only
240 Sparks Street
Room 1117
Ottawa, Ontario
K1A 0G6
(613) 995-3708, Ext 6371

Office of the Chief Electoral Officer
— Privacy only
9th Floor, Jackson Building
257 Slater Street
Ottawa, Ontario
K1A 0M6
(613) 990-5596

Office of the Commissioner of Official Languages
— Privacy only
110 O'Connor Street
13th Floor, Room 1334
Ottawa, Ontario
K1A 0T8
(613) 996-6036

Office of the Comptroller General
see Treasury Board of Canada

Office of the Inspector General of the Canadian Security Intelligence Service
Sir Wilfrid Laurier Building
8th Floor
340 Laurier Avenue West
Ottawa, Ontario
K1A 0P8
(613) 990-3270

Office of the Superintendent of Financial Institutions Canada
255 Albert Street
15th Floor
Ottawa, Ontario
K1A 0H2
(613) 990-8031

Pacific Pilotage Authority Canada
300 — 1199 West Hastings Street
Vancouver, British Columbia
V6E 4G9
(604) 666-6771

Patented Medicines Prices Review Board
Box L40, Suite 1400
Standard Life Centre
333 Laurier Avenue West
Ottawa, Ontario
K1A 1C1
(613) 954-8299

Pension Appeals Board
381 Kent Street, Room 327
C.P. 8567, Postal Terminal
Ottawa, Ontario
K1G 3H9
(613) 995-0612

Petroleum Monitoring Agency Canada
see Natural Resources Canada

Prairie Farm Rehabilitation Administration
see Agriculture and Agri-Food Canada

Privy Council Office
Blackburn Building
85 Sparks Street, Room 633
Ottawa, Ontario
K1A 0A3
(613) 957-5210

Procurement Review Board of Canada
see Canadian International Trade Tribunal

Public Service Commission of Canada
Esplanade Laurier, West Tower
300 Laurier Avenue West
Room 1954
Ottawa, Ontario
L1A 0M7
(613) 992-2425

Public Service Staff Relations Board
C.D. Howe Bldg, West Tower
240 Sparks Street, 6th Floor
Ottawa, Ontario
K1P 5V2
(613) 990-1757

Public Works Canada
see Public Works and Government Services Canada

Public Works and Government Services Canada
Phase III, 15A2
Place du Portage
11 Laurier Street
Hull, Québec
K1A 0S5
(819) 956-1816

Regional Development Incentives Board
see Industry Canada

Revenue Canada
14th Floor
Albion Executive Tower
25 Nicholas Street
Ottawa, Ontario
K1A 0L5
(613) 957-8819

Revenue Canada Customs and Excise
see Revenue Canada

Revenue Canada Taxation
see Revenue Canada

Royal Canadian Mint
320 Sussex Drive
3rd Floor
Ottawa, Ontario
K1A 0G8
(613) 993-1732

Royal Canadian Mounted Police
1200 Vanier Parkway
Ottawa, Ontario
K1A 0R2
(613) 993-6978

Royal Canadian Mounted Police External Review Committee
60 Queen Street, Room 513
P.O. Box 1159, Station B
Ottawa, Ontario
K1P 5R2
(613) 998-2134

Royal Canadian Mounted Police Public Complaints Commission
P.O. Box 3423
Station D
Ottawa, Ontario
K1P 6L4
(613) 952-1302

Seaway International Bridge Corporation Ltd
see The St. Lawrence Seaway Authority

Security Intelligence Review Committee
Jackson Building
122 Bank Street, 4th Floor
P.O. Box 2430, Station D
Ottawa, Ontario
K1P 5W5
(613) 990-8052

Social Sciences and Humanities Research Council of Canada
Constitution Square, Tower 2
11th Floor
350 Albert Street
P.O. Box 1610
Ottawa, Ontario
K1P 6G4
(613) 992-0562

Solicitor General Canada — Ministry Secretariat
Sir Wilfrid Laurier Bldg.
340 Laurier Avenue West
1st floor
Ottawa, Ontario
K1A 0P8
(613) 991-2931

St. Lawrence Seaway Authority
Constitution Square
360 Albert Street, 14th Floor
Ottawa, Ontario
K1R 7X7
(613) 598-4605

Standards Council of Canada
Suite 1200
45 O'Connor Street
Ottawa, Ontario
K1P 6N7
(613) 238-3222

Statistics Canada
R.H. Coats Bldg., 25th floor
Tunney's Pasture
Ottawa, Ontario
K1A 0T6
(613) 951-9349

Status of Women Canada
360 Albert Street, Suite 700
Ottawa, Ontario
K1A 1C3
(613) 995-4008

Statute Revision Commission Canada
see Department of Justice Canada

Supply and Services Canada
see Public Works and Government Services Canada

Transport Canada
Place de Ville, Tower C
330 Sparks Street, 26th floor
Ottawa, Ontario
K1A 0N5
(613) 993-6162

Transportation Safety Board of Canada
Place du Centre
200 Promenade du Portage
4th Floor
Hull, Québec
K1A 1K8
(613) 994-8021

Treasury Board of Canada Secretariat

L'Esplanade Laurier, East Tower
140 O'Connor Street, 9th Floor
Ottawa, Ontario
K1A 0R5
(613) 952-7200

Veterans Affairs Canada

Dominion Building
97 Queen Street, Room 201
P.O. Box 7700
Charlottetown, Prince Edward Island
C1A 8M9
(902) 566-8609

Veterans Appeal Board Canada

see Veterans Affairs Canada

Western Economic Diversification Canada

200 Kent Street, 8th Floor
P.O. Box 2128, Station D
Ottawa, Ontario
K1P 5W3
(613) 952-9390

Yukon Territory Water Board

Suite 106
200 Range Road
Whitehorse, Yukon
Y1A 3V1
(403) 667-3980

Standard Bank Descriptions

Attendance and Leave
Description: This bank contains absence reports and leave applications, as well as physicians' certificates associated with sick leave, all of which include the individual's social insurance number and correspondence about attendance and leave. While the social insurance number is included on these forms to verify the correct identity of individuals, provision of the SIN by data subjects is not mandatory. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems. *Class of Individuals:* Employees of the institution. *Purpose:* The purpose of this bank is to support administration of employee attendance and leave within government departments and agencies. *Consistent Uses:* To record attendance and authorize leave. To support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism. *Retention and Disposal Standards:* Two years after expiry of fiscal year, after which period the records are destroyed. *Bank Number:* PSE 903

Conflict of Interest and Post-Employment Code
Description: This bank contains (1) Employee Certification Documents indicating that an employee has read and understood the Code of the Public Service and agrees to observe the Code as a condition of employment and indicating whether or not an employee has assets or liabilities identified in sections 21 and 22, participates in activities specified in section 26 of the Code of the Public Service; (2) Confidential Reports of assets, liabilities and participation in outside activities subject to confidential reporting in accordance with the Conflict of Interest and Post-Employment Code for the Public Service; and (3) investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of an employee and the employee's official duties and responsibilities. *Class of Individuals:* Employees of government institutions. *Purpose:* The purpose of this bank is to maintain information (1) as to whether an employee has read and understood the Code of the Public Service and agreed to observe it as a condition of employment; (2) about potential and actual conflict of interest situations for employees of a government institution; (3) to record potential conflicts of interest; and (4) to record any post-employment compliance action required of the employee, including decisions reducing the limitation period. *Consistent Uses:* To resolve situations of potential and actual conflicts of interest and to support decisions on transfers, discipline and termination of employment if conflict of interest exists. To enable designated officials to determine whether a former public servant to whom post-employment compliance measures apply is in compliance. This impacts on a current public officer's ability to deal with the former public servant. *Retention and Disposal Standards:* Records are retained by the employing institution to which the Certification Document and Confidential Report were submitted for the duration of employment plus two years, after which the records are destroyed. *Bank Number:* PSE 915

Discipline
Description: This bank contains notices of disciplinary action and correspondence about employee misconduct; testimony by witnesses; legal opinions; investigations of possible misconduct and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record. *Class of Individuals:* Employees of the institution. *Purpose:* The purpose of this bank is to maintain information used in disciplinary actions in government institutions and to determine the need for and nature of disciplinary actions. *Consistent Uses:* To support decisions on pay and benefits; attendance and leave; transfer, demotion and termination of employment. *Retention and Disposal Standards:* For correspondence regarding investigations, testimony by witnesses and legal opinions — five years for cases where the employee was found guilty of misconduct and three years for cases where the employee was found not guilty. For notices of disciplinary action, including notices attached to the Employee Personnel Record, the time limit is that specified in applicable collective agreements or, where no such agreement exists, three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. *Bank Number:* PSE 911

Employee Assistance
Description: This bank contains information treated in a confidential fashion that is relative to an employee's involvement in an Employee Assistance Program (EAP); notice of voluntary or mandatory (supervisory work-performance related) referral; records of reference to, or reports and correspondence from a health professional or rehabilitation agency; and only non-medical interpretations concerning an employee's work capability or limitations. All personal medical data shall be maintained in a medical protected status under the control of the Medical Services Branch, National Health and Welfare. Records relating to work performance deficiencies, absenteeism and disciplinary matters are to be held in the appropriate institutional personal information bank and not held with EAP files. *Class of Individuals:* Employees of the institution. *Purpose:* The purpose of this bank is to record information necessary for the administration of the Employee Assistance Program. To determine the need for employee assistance counselling, referrals for medical evaluations and participation in rehabilitation programs. *Consistent Uses:* To support decisions regarding employee assistance

measures. *Retention and Disposal Standards:* Two years following the date of the most recent reference to employee assistance, after which the records are destroyed. *Bank Number:* PSE 916

Employee Personnel Record
Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are coordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career resumJs and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, layoffs and tenure; classification, including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included where applicable is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above. *Class of Individuals:* Employees of the institution. *Purpose:* To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation. *Consistent Uses:* To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as to verify employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes. *Retention and Disposal Standards:* Retained by the current employing institution for the duration of employment plus one year, and then transferred to the control of National Archives. The information is destroyed when the individual reaches the age of 80, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the National Archivist of Canada to be of historical interest or archival value, are retained permanently by the National Archives of Canada. *Bank Number:* PSE 901

Employment Equity Program
Description: The bank contains personal information on employees such as education, work history and career aspirations, and training and development, which is collected by means of questionnaires and/or interviews or compiled from employees' files or automated data systems. The information is collected on a voluntary basis, and respondents are asked to identify whether they are male or female, whether they are an aboriginal person, and whether they have a disability or are a member of a visible minority group. The social insurance number or an employee number may be used to identify employees in instances where government institutions are not able to employ an anonymous questionnaire, as well as when these identifiers are required to locate employee records. *Class of Individuals:* Employees of the institution. *Purpose:* This bank provides documentation for the implementation of the employment equity policy in government institutions falling under the Public Service Staff Relations Act, Part I, Schedule I. Data are collected to provide a comprehensive picture of employees by sex and by target group status (e.g., women, aboriginal peoples, persons with disabilities and members of visible minority groups). This information is used to compile a personnel profile of employees and to compare the situation of target group members with non-target group members within a government institution and with their counterparts in the general labour market. The social insurance number or employee number may be used to link information in this bank with that in another bank containing employee information (e.g., the Personnel Management Information System) in order to obtain statistical information, where the securing of such information would be consistent with the uses for which

the personal information was collected. Self-identification information may be obtained from the departmental banks on Staffing (PSE 902). ***Consistent Uses:*** The department may collect data for statistical purposes, for purposes relating to individuals, or for both. Personal data are released to the Employment Equity Target Group Data Bank (TBS PCE 706) for statistical purposes only. The information gathered will be used for institutional purposes in the government's employment equity program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that target groups participate in and are equitably represented in the federal public service. It may also be used for policy and planning purposes related to employment equity. ***Retention and Disposal Standards:*** The disposal criteria for this bank are to be established. Records are retained for two years after most recent administrative action. ***Bank Number:*** PSE 918

Grievances
Description: This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances, and correspondence about grievances. ***Class of Individuals:*** Employees of the institution. ***Purpose:*** The purpose of this bank is to record information used in the grievance process through all levels up to the Public Service Staff Relations Board. ***Consistent Uses:*** Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process, up to referral to the Public Service Staff Relations Board. ***Retention and Disposal Standards:*** Three years following date of resolution or date of decision by the Public Service Staff Relations Board the records are destroyed. ***Bank Number:*** PSE 910

Identification and Building-Pass Cards
Description: This bank contains photographs, identification forms and correspondence related to the issuance of identification and building-pass cards. ***Class of Individuals:*** Employees of the institution. ***Purpose:*** The purpose of this bank is to maintain information relating to the issuance of identification and building-pass cards. ***Consistent Uses:*** To issue identification and building-pass cards. ***Retention and Disposal Standards:*** Records are destroyed two years after expiry of identification and building-pass cards. ***Bank Number:*** PSE 917

Incentive Awards
Description: The bank includes information on public servants who have been nominated for awards under the federal government's Incentive Awards Plan. Such information may include curricula vitae, narratives in support of meritorious contributions related to their duties or practised suggestions for improvement of public service operations and completed recommendation reports concerning either the Merit Award or the Suggestion Award. ***Class of Individuals:*** Public servants who have been nominated for awards under the federal government's Incentive Awards Plan. ***Purpose:*** To identify individuals who have been nominated for awards under the federal government's Incentive Awards Plan. ***Consistent Uses:*** The information in this bank is used to establish precedents for awards and to provide an audit trail for the disbursements of funds. ***Retention and Disposal Standards:*** Operational files are kept for a minimum of two years then destroyed; financial files for six years then destroyed; and precedent setting files for 15 years then destroyed. ***Bank Number:*** PSE 920

Occupational Safety and Health
Description: The bank contains accident and occupational injury or illness investigation reports, related correspondence and copies of the supervisor's Accident Investigation Report, which are retained by institutions in the appropriate responsibility centre. First Aid Treatment records are also retained by the institution in accordance with Treasury Board policy. Records, including medical documents about individuals; claims for compensation; related correspondence and records of monies paid are held by Human Resources Development Canada (HRDC). Records of occupational health evaluations and all personal medical data are retained by the Medical Services Branch, Health Canada under medical confidential status. Records concerning the occurrence, investigation and settlement of vehicle accidents are retained in Standard Bank PSE 908. ***Class of Individuals:*** Employees of the institution. ***Purpose:*** The purpose of this bank is to provide documentation for the administration of occupational safety and health programs in government institutions, including accident prevention, health protection and authorization of leave and benefits associated with work-related injury or illness. Safety and health details and causes of accidents/injuries for accident prevention and health protection purposes are also recorded to support the effective administration of each institution's safety and health program. ***Consistent Uses:*** To support decisions relating to worker's compensation and injury-on-duty leave; to act as a means of preventing injuries and illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work; to establish that individuals subject to certain identified occupational risks are able to continue working without detriment to their health or safety or to that of others; and to establish the conditions under which certain individuals with identified illnesses or disabilities are able to continue to work under controlled conditions. ***Retention and Disposal Standards:*** Five years for first aid treatment records; two years for accident and occupational injury or illness investigation reports, including related correspondence and the supervisor's Accident Investigation Report, or ten years for those specifically identified reports, after which the records are destroyed. Records held by HRDC and Health Canada are retained for the periods specified in the relevant bank descriptions. ***Bank Number:*** PSE 907

Official Languages
Description: This bank contains course enrolment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also contain duplicate input forms for the Official Languages Information System (OLIS) and the Language Training Module (LTM). Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat. *Class of Individuals:* Employees of the institution. *Purpose:* The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal public service, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees. *Consistent Uses:* To support and document decisions concerning individual employees on staffing, entitlement to bilingual bonus, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs. *Retention and Disposal Standards:* Two years after last documentation the records are destroyed. *Bank Number:* PSE 906

Parking
Description: This bank contains permit applications and correspondence about parking of motor vehicles on government-owned or leased property. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank while records of parking violations are maintained by the RCMP. *Class of Individuals:* Employees of the institution. *Purpose:* The purpose of this bank is to maintain information for the administration of parking privileges. *Consistent Uses:* To issue parking permits. *Retention and Disposal Standards:* Records are destroyed two years after the permit expires. *Bank Number:* PSE 914

Pay and Benefits
Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.) *Class of Individuals:* Employees of the institution. *Purpose:* The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances. *Consistent Uses:* To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the Garnishment, Attachment and Pension Diversion Act. *Retention and Disposal Standards:* Records are destroyed two years after expiry of fiscal year, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force. *Bank Number:* PSE 904

Performance Reviews and Employee Appraisals
Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests. *Class of Individuals:* Employees of the institution. *Purpose:* The purpose of this bank is to maintain information regarding the level of performance on individual employees within government institutions and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation. *Consistent Uses:* To support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment. *Retention and Disposal Standards:* Records are retained for five years for all employees and then destroyed. *Bank Number:* PSE 912

Harassment
Description: This bank contains letters of complaint regarding incidents of harassment; records of interviews both with complainants and alleged harassers; records of interviews with witnesses to incidents; summations of management investigations and analyses of events and records of decisions taken about particular incidents. Such information must be retained as a separate record and not placed on the complainant's Employee Personnel Record. When a disciplinary action results from an investigation, information may be transferred to the Discipline Bank. *Class of Individuals:* Employees of the institution. *Purpose:* The purpose of this bank is to record information necessary for dealing with complaints of personal harassment at the workplace, to make decisions in specific instances on whether or not personal harassment is occurring, and when this is the case to determine the appropriate action, including disciplinary

action, to be taken to end a harassment situation. *Consistent Uses:* To support decisions on transfer and discipline of employees and to ensure fairness in the harassment investigation process, information concerning the findings and recommendations resulting from the investigation of a complaint of harassment may be disclosed to the complainant as well as the person(s) against whom the complaint was lodged. Any disciplinary and administrative action taken against the individual as a result of a founded complaint may also be disclosed to the complainant. *Retention and Disposal Standards:* Records are destroyed two years after the most recent administrative activity in relation to an individual case. *Bank Number:* PSE 919

Reliability Checks
Description: This bank contains information gathered by government institutions in conducting reliability checks on individuals working or applying for work with the institution by way of appointment, assignment or contract in accordance with the Security Policy of the Government of Canada. The bank includes certification data of educational and professional qualifications, employment, criminal records and, where required, credit data, as well as other personal information. *Class of Individuals:* Individuals working or applying for work with the federal government by way of appointment, assignment or contract. *Purpose:* To confirm identity and determine whether individuals can be trusted to carry out their tasks reliably and honestly. *Consistent Uses:* To support decisions on transfers, promotions, discipline and termination of employment. *Retention and Disposal Standards:* The information in this bank is destroyed two years after an employee leaves the institution for which the check was done. *Bank Number:* PSE 921

Security Clearances
Description: This bank contains completed personal histories; summaries of Canadian Security Intelligence Service (CSIS) (previously, RCMP Security Service) investigations; fingerprint cards; criminal histories; social insurance number; security briefings and correspondence related to the security clearances of individuals working or applying for work with the federal government by way of appointment, assignment or contract. Notation of level of clearance may be attached to the Employee Personnel Record. Details of CSIS investigations are maintained in a CSIS bank. *Class of Individuals:* Individuals working or applying for work with the federal government by way of appointment, assignment or contract. *Purpose:* The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for individuals working or applying for work with the federal government by way of appointment, assignment or contract whose position requires a security classification; to determine the level of security clearance; and to provide information for the administration of government security measures. In making decisions on levels of clearance, institutions may refer only to the information contained in this bank and not to investigative information contained in the CSIS bank. *Consistent Uses:* To support decisions on transfers, promotions, discipline, and termination of employment. *Retention and Disposal Standards:* Two years after an employee leaves the institution for which the clearance was done, after which the records are destroyed. *Bank Number:* PSE 909

Staffing
Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education level, social insurance number and voluntary self-identification data relating to employment equity. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record). *Class of Individuals:* Employees of the institution. *Purpose:* The bank provides a record of the information used in staffing positions in a government institution. It is also a source of data for employment equity programs and services. *Consistent Uses:* To select candidates, staff positions and process appeals for appointments and promotions. Voluntary self-identification information relating to employment equity programs and services may be linked with data contained in other banks where the securing of this information is consistent with the uses for which the personal information was collected. On request, information may be provided to a participant in a selection action in accordance with the Public Service Commission (PSC) policy on Disclosure of Information Following a Selection Action to explain the reasons for the selection decision. Access procedures: Competition number, where applicable, should be quoted. *Retention and Disposal Standards:* Records are retained for two years after the eligible list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed. *Bank Number:* PSE 902

Training and Development
Description: This bank contains personal data including course applications and evaluations; social insurance number; employment equity target group status; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities sponsored by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank. *Class of Individuals:* Employees of the

institution. *Purpose:* The purpose of this bank is to provide documentation for the administration of training and development programs, including those related to employment equity, within government institutions. *Consistent Uses:* To approve and register the participation of employees in training and development activities and to certify the achievements of employees. To link voluntary self-identification data to information contained in other banks for the purpose of implementing and evaluating government policies relating to employment equity programs. *Retention and Disposal Standards:* Records are destroyed two years after completion of the particular training and development undertaken by an employee. *Bank Number:* PSE 905

Travel and Relocation
Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees. *Class of Individuals:* Employees of the institution. *Purpose:* The purpose of this bank is to maintain information regarding travel, relocation and postings of government employees. *Consistent Uses:* To administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims. *Retention and Disposal Standards:* Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled. *Bank Number:* PSE 913

Vehicle, Ship, Boat and Aircraft Accidents
Description: This bank contains reports on accidents; claims of damages; legal decisions; settlement transactions and correspondence concerning accidents involving government-owned and leased vehicles, ships, boats and aircraft as well as privately-owned vehicles, ships, boats and aircraft used on official business. Records concerning occupational health and safety, as well as authorization of leave and benefits associated with work-related injury or illness are retained in Standard Bank PSE 907. *Class of Individuals:* Employees of the institution. *Purpose:* The purpose of this bank is to maintain information regarding vehicle, ship, boat and aircraft accidents involving employees of a government institution. *Consistent Uses:* To determine liability for such accidents and to approve damage settlements. *Retention and Disposal Standards:* Two years after the settlement of individual claims, after which the records are destroyed. *Bank Number:* PSE 908

Workplace Day Care
Description: This standard bank contains information collected from employee surveys conducted by departments for the purpose of estimating employee demand for workplace day care and from workplace day care centre records for evaluating the workplace day care policy. Such information may include employee or user personal data, data on their children, anticipated demand for day care and probability and reasons for enroling a child in a department-sponsored workplace day care centre. *Class of Individuals:* All federal employees included in Schedule 1, Part 1 of the Public Service Staff Relations Act. *Purpose:* The bank is to be used to determine whether sufficient employer interest and demand exist to merit further consideration (viability study) by the department of the possibility of establishing a workplace day care centre. It will be used to determine the level of ongoing federal rental support for the workplace day care centre. It will also be used for the purposes of evaluating the day care centre policy. *Consistent Uses:* The information in this bank will be used for administrative and statistical purposes associated with the establishment of a day care centre. It will also be used for the evaluation and monitoring of the federal public service workplace day care policy. The information may be disclosed to Treasury Board, the department, an authorized committee of the department, a custodian department and the Board of Directors of the Day Care Centre. Together with the linked information from the files identified below, this information will form the basis for tabulations of the extent and type of employee day care users. *Retention and Disposal Standards:* The retention and disposal period for this bank is yet to be established. *Bank Number:* PSE 930

Agriculture and Agri-Food Canada
Chapter 1

Particular Banks

Branch Management Information System (BMIS)
Description: This bank contains personal information on all employees of the Market and Industry Services Branch (MISB). *Class of Individuals:* MISB employees. *Purpose:* This bank is used to collect personal information on MISB employees for personnel purposes. *Consistent Uses:* This bank is to monitor Branch training and conferences and to provide data for statistical purposes to programs, such as official languages. Data is provided to decision-making heads, their designators, as well as staff involved in Personnel Management. No data is provided to outside sources. *Retention and Disposal Standards:* Files are retained for five years. *Related to PR#:* AAFC MIS 497 *TBS Registration:* 002942 *Bank Number:* AAFC PPE 824

Employee Personnel Record
Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; Personal Record Identifier (PRI); home address; citizenship; education, including transcripts, certificates and diplomas; non- government employment history; career resumes and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries, performance appraisals; may include language proficiency, leave and attendance records. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above. *Class of Individuals:* Departmental employees. *Purpose:* To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation. *Consistent Uses:* To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes. *Retention and Disposal Standards:* Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of National Archives of Canada. Should the employee move to another government department, the file is transferred as well. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the Dominion Archivist to be of historical interest or archival value, are retained permanently by the National Archives of Canada. *PAC Number:* 85-001 *Related to PR#:* AAFC HRB 860 *TBS Registration:* 000913 *Bank Number:* AAFC PPE 808

Employment Equity Program
Description: This bank contains information on employees; such as classification, branch, tenure, (status of employment, term etc.). Information is collected by means of a voluntary questionnaire. Respondents are asked whether they are male, female; whether they are of

aboriginal descent; if they have disabilities; and if they are members of a visible minority. Name and Personal Record Identifier (PRI) are used as employee identifiers but are requested on a voluntary basis. *Class of Individuals:* Departmental employees *Purpose:* This bank provides documentation for the implementation of the employment equity policy in government institutions falling under the Public Service Staff Relations Act, Part 1, Schedule 1. Data is collected to provide a comprehensive picture of employees by sex and by designated group status (e.g. women, Aboriginals, persons with disabilities (physical or mental) and members of visible minority groups). The Personal Record Identifier (PRI) is used for the purpose of identification and to ensure consistency in administration in pay and benefits. Use of the PRI is required mandatory for this bank. *Consistent Uses:* The information gathered will be used for institutional purposes in the government's Employment Equity program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that designated groups participate in and are equitably represented and distributed in the Federal Public Service. It may also be used for training, development, policy and planning purposes related to Employment Equity. *Retention and Disposal Standards:* SOS performed on quarterly basis. *PAC Number:* 85-001 *Related to PR#:* AAFC HRB 860 *TBS Registration:* 003648 *Bank Number:* AAFC PPE 818

Executive Group Personnel Record
Description: This bank contains the PRI No., Name, Branch, Group and Level, Status, Status Start Date, Status end date, Region location, sex, language, appointment to level, appointment to position,, appointment to region, supervisor's name, orientation course, performance appraisals from appointment date at the Executive Group level to present. *Class of Individuals:* Members of the Executive Group in Agriculture and Agri-Food Canada. *Purpose:* To help in the staffing of Executive Group. *Consistent Uses:* To update and maintain staffing information on members of the Executive Group. *Retention and Disposal Standards:* Records are kept for a period of 2 years. *PAC Number:* 86-001 *Related to PR#:* AAFC HRB 860 *TBS Registration:* 002698 *Bank Number:* AAFC PPE 819

Expenditure Accounts — Departmental Employees
Description: This bank contains such records as claims, authorizations, expense reports, receipts, cheque requisitions, advances, correspondence and other supporting documents relating to expenses being reimbursed, fees being paid, claims being settled, and other payments. *Class of Individuals:* Employees of the Department claiming travel, relocation and hospitality expenses; course fees, membership fees; and other payments. *Purpose:* This bank is used for the payment of invoices and claims to employees of the Department claiming travel, relocation and hospitality expenses; course fees; membership fees; and other payments. The Social Insurance Number (SIN) is used for the purpose of identification and to ensure consistency in administration in pay and benefits. Provisions of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances. *Consistent Uses:* Records are also used for the issuance of statements of taxable benefits for income tax purposes. *Retention and Disposal Standards:* Records are retained for six years. *PAC Number:* 86-001 *Related to PR#:* AAFC CSB 914 *TBS Registration:* 002285 *Bank Number:* AAFC PPE 817

Financial Management Information System — AGRIFIN
Description: Financial information for the Department. This information is classified as to: responsibility (collator); authority (allotment); purpose (activity); project; line object (nature). Personal information (i.e. addresses, telephone numbers, age, sex, marital status, country of birth, citizenship, etc.) with the exception of employee name is not captured in AGRIFIN. For persons receiving taxable payments from the department, their Social Insurance Numbers (SIN) are captured and retained in AGRIFIN. *Class of Individuals:* Non Departmental employees. *Purpose:* The SIN is required for inclusion on the Tax Information slip and on the tax information file that the department is required to transmit to Revenue Canada. *Consistent Uses:* Refer to Purpose of the bank. *Retention and Disposal Standards:* Information remains on Agrifin and is rolled for year to year. When there is no further activity, the information is removed from the system. *Related to PR#:* AAFC CSB 852 *TBS Registration:* 002945 *Bank Number:* AAFC PPE 805

Garnishment
Description: The purpose of this bank is to provide documentation for garnishment proceedings for the administration of pay and benefits within the Department. *Class of Individuals:* Information is held on employees of the Department of Agriculture and Agri-Food against whom garnishment proceedings have been taken. *Purpose:* To enable execution of orders of garnishment attachment or diversion of funds in accordance with the Garnishment Attachment and Pension Diversion Act. *Consistent Uses:* This bank is also used to approve deductions from salary. *Retention and Disposal Standards:* Files are retained two years after debt is paid. If the employee moves to another department before the debt is paid, the file follows. If the employee moves to another department after the debt is paid, the file remains with the Department of Agriculture and Agri-Food and is destroyed after the two-year period. *PAC Number:* 86-001 *Related to PR#:* AAFC HRB 925 *TBS Registration:* 002048 *Bank Number:* AAFC PPE 807

Human Resource Information System (HRIS)
Description: This bank contains records relating to employees and positions. It includes staffing transactions, such as appointments, transfers, promotions and demotions; previous employment history, performance appraisals and assessments; periods of employment and

other classifications such as geographical and organization location, position number, group level, title, salary, collective bargaining and official languages status. It also includes leave and overtime status as well as rating factor scores, a job summary and a linguistic profile on each position. Additional data include appraisal results and addresses. The bank also contains data related to the employees leave transactions and overtime earned. Individuals seeking access to this bank should specify position title and employment location and dates. Individuals seeking access to computerized records that may exist on them must so specify. ***Class of Individuals:*** All employees and executives of Agriculture and Agri-Food Canada. ***Purpose:*** The purpose of this bank is to support the efficient management and utilization of human resources. The Personal Record Identifier (PRI) is used for the purpose of identification and to ensure consistency in administration in pay and benefits. Provisions of the PRI is mandatory for this bank, subject to exemption of some individuals under special circumstances. ***Consistent Uses:*** The records are used to facilitate such human resource management and employee development functions as career management and internal staffing (e.g., manpower inventory searches), human resource development, and personnel applied research (e.g., projecting attrition rates and making other labour supply and demand forecasts, human rights, employment equity). Data within the Human Resource Information System is shared with the departmental Security Information System and the Parking Administration System so that information in these two systems is kept current. This is done on a continuous basis. ***Retention and Disposal Standards:*** Computerized records are updated as required (usually daily from a SSC electronic transfer) or from on-line transactions by line managers. Data is retained for 5 years and then transferred to National Archives of Canada. ***PAC Number:*** 86-001 ***Related to PR#:*** AAFC HRB 920, 923, 925, 927 ***TBS Registration:*** 002284 ***Bank Number:*** AAFC PPE 814

Human Resource Inventory System
Description: This bank contains personal information on all employees of the Department's Market and Industry Services Branch. ***Class of Individuals:*** Employees of the Department's Market and Industry Services Branch. ***Purpose:*** Information was collected for personnel purposes and to provide a data bank for the rest of the Branch Management Information System. ***Consistent Uses:*** To monitor Branch training, conferences and projects, and to provide data for statistical purposes to such programs as affirmative action, equal pay, and official languages. Data is provided to decision-making heads, their designators, as well as staff involved in Personnel Management. No data is provided to outside sources. ***Retention and Disposal Standards:*** Information is retained for two years after an employee leaves the Market and Industry Services Branch, and is then transferred to National Archives of Canada. ***PAC Number:*** 86-001 ***Related to PR#:*** AAFC HRB 860, 921 ***TBS Registration:*** 002095 ***Bank Number:*** AAFC PPE 812

Human Resources Inventory — International Assignments — Employee
Description: Contains personal data, education, areas of expertise, work experience, international involvement and language skills of individual applicants on DBase III software and hard copy. ***Class of Individuals:*** Agriculture and Agri-Food Canada employees. ***Purpose:*** To establish and maintain a current inventory of departmental personnel interested in fixed term assignments outside Canada with either bilateral or multilateral organizations including projects executed by Agriculture and Agri-Food Canada. ***Consistent Uses:*** Conduct searches for qualified departmental candidates for identified positions. Information is shared on an inter-branch, inter-departmental, inter- governmental and/or international level, provided consent is received from all parties involved. ***Retention and Disposal Standards:*** Records are kept for a period of 2 years. ***Related to PR#:*** AAFC MIS 492 ***TBS Registration:*** 002702 ***Bank Number:*** AAFC PPE 823

Interdepartmental Assignments
Description: This bank contains information on employees on assignment in other departments such as names, curriculum vitaes, assignment agreements, approval of agreements. ***Class of Individuals:*** Employees on assignments with Agriculture and Agri-Food Canada and other Departments. ***Purpose:*** To monitor and to ensure that all facts on the agreement are respected. ***Consistent Uses:*** The information is used for information purposes, for statistical purposes and for human resources planning. ***Retention and Disposal Standards:*** This information is kept for three years after completion of secondment agreement. ***PAC Number:*** 86-001 ***Related to PR#:*** AAFC HRB 927 ***TBS Registration:*** 002699 ***Bank Number:*** AAFC PPE 821

Internal Investigations
Description: This bank contains investigative reports and correspondence between departmental officials with respect to the confirmation or refutation of allegations against employees. ***Class of Individuals:*** Present or former employees of the Food Production and Inspection Branch. ***Purpose:*** To record all information concerning alleged or suspected misconduct arising from involvement in violations of Agriculture and Agri-Food Canada Acts and Regulations or other laws which could adversely affect the Department. ***Consistent Uses:*** To determine an appropriate course of action, including disciplinary measures or prosecution. ***Retention and Disposal Standards:*** Records are destroyed five years after the case is closed. ***PAC Number:*** 86-001 ***Related to PR#:*** AAFC HRB 860 ***TBS Registration:*** 002094 ***Bank Number:*** AAFC PPE 811

International Agricultural Projects
Description: This bank contains information on the goals, objectives and milestones of overseas projects carried out by Agriculture and Agri-Food Canada, and the names and work locations of individuals involved. *Class of Individuals:* Department of Agriculture and Agri-Food employees engaged in CIDA projects. *Purpose:* To provide a current inventory of International Programs personnel involved in current projects. *Consistent Uses:* The bank is used to relocate human resources and to evaluate the progress of projects. *Retention and Disposal Standards:* Files are retained for the duration of employment plus one year. *PAC Number:* 86-001 *Related to PR#:* AAFC MIS 492 *TBS Registration:* 001857 *Bank Number:* AAFC PPE 806

Managerial Profile
Description: Collection of data on the knowledge factors and identification of the aggregate difference between the management abilities of an individual and the profile. *Class of Individuals:* All employees of Agriculture and Agri-Food Canada occupying positions from EX minus 2 to top of Executive Group. *Purpose:* The purpose of identifying this difference, described above, is to provide managers, at all levels, with greater opportunities to grow, professionally and personally, by focusing their training and development on specific abilities. *Consistent Uses:* Same as for 'Purpose'. *Retention and Disposal Standards:* Minimum retention of 5 years as per authority. *PAC Number:* 86-001 *Related to PR#:* AAFC HRB 860 *TBS Registration:* 002946 *Bank Number:* AAFC PPE 820

Parking
Description: This bank contains permit applications and correspondence regarding parking of motor vehicles on government-owned or -leased property, medical information used in issuing preferred parking permits to the physically handicapped, and violations. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank. Records of parking violations are maintained by the RCMP. *Class of Individuals:* Employees of the institution. *Purpose:* The purpose of this bank is to maintain information for the administration and control of parking privileges. *Consistent Uses:* The information is also used to issue parking permits and control parking privileges. The departmental Parking Administration System is linked to the Human Resource Information System to keep information current and to update the Parking Administration System on a continuous basis. *Retention and Disposal Standards:* Records are destroyed two years after the permit expires, except for medical information which is retained in the employee's file. *PAC Number:* 85-001 *Related to PR#:* AAFC CSB 913 *TBS Registration:* 002283 *Bank Number:* AAFC PPE 816

Priority Placement System
Description: The content of the data base consists of 3 different screens. 1) Basic data which comprise of the first and last name of the priority employees priority type, reason for surplus, department, region, directorate, position number, first official language, sex, advisor name and phone number and if the employee has been offered and accepted the Early Retirement Incentive (ERI) or the Early Departure Incentive (EDI). 2) Marketing Fata which contains the start and end date of priority, their mobility, the work location, their availability for work, their second language, results and dates that they were tested their willingness to accept a lower level position, the possible group and level acceptable, the title of their actual position, their skill profile, their education and experience and their home and business telephone numbers. 3) Outcome (Managers cannot access this screen, it can only be accessed by the HRB unit for statistical purposes.) This screen contains information on employees who have accepted positions, who have resigned from the Public Service, laid-off and entail details such as whether they are salary protected, whether they have been retrained and at what cost. Information on employees paid out benefit such as pay in view, separation benefits, turnkey payments and retention payments. *Class of Individuals:* Priority employees. *Purpose:* To market our employees who have been put on priority for other suitable employment. *Consistent Uses:* There will be no other use of this information. *Retention and Disposal Standards:* Two years after the last administrative use. *PAC Number:* 78-001 *Related to PR#:* AAFC HRB 920 *TBS Registration:* 003320 *Bank Number:* AAFC PPE 800

Reliability Checks
Description: The bank contains such information as Canadian Police Information Centre (CPIC) checks and, if applicable, civil fingerprint forms, investigative reports and criminal records. *Class of Individuals:* Prospective and existing Agriculture and Agri-Food Canada employees who do not have a security clearance, but who require reliability checks because of their ready access to sensitive information or valuable assets. *Purpose:* To help ensure that prospective and existing Agriculture and Agri-Food Canada employees who are subject to the reliability check meet the standards of reliability and trustworthiness required by their duties or tasks. *Consistent Uses:* The records are used to help determine an individual's reliability. Identifying information is disclosed to the RCMP, in order to determine whether individuals have criminal records. *Retention and Disposal Standards:* Records are retained for two years after last administrative use (which is usually upon transfer, promotion or termination of employment) and then destroyed. If notified that a pardon has been granted, the Department destroys the criminal record in question or any reference thereto immediately. *Related to PR#:* AAFC HRB 860 *TBS Registration:* 002099 *Bank Number:* AAFC PPE 813

Request for Transfer File
Description: The bank contains transfer requests from individuals from within Agriculture and outside

departments. Records may contain personal résumés. Performance appraisals may also be included. *Class of Individuals:* Employees of Agriculture and Agri-Food Canada and outside departments. *Purpose:* To provide a record of information used in staffing positions in a government institution. *Consistent Uses:* To select possible candidates to staff positions on a transfer basis within Agriculture and Agri-Food Canada. *Retention and Disposal Standards:* Records are kept for a period of 2 years. *PAC Number:* 86-001 *Related to PR#:* AAFC HRB 860 *TBS Registration:* 002701 *Bank Number:* AAFC PPE 822

Research Skills Inventory
Description: The bank contains personal information on employees such as: name, PRI, classification, first official language, professional skills and retirement data. *Class of Individuals:* Research Branch Scientific and Professional Category employees. *Purpose:* To be used for human resources planning purposes. This inventory serves to establish the Branch's actual scientific and professional population and to forecast the future needs/demand. *Consistent Uses:* To plan future demand for scientific and professional personnel. *Retention and Disposal Standards:* The bank is to be updated annually. Records are kept for a period of five years. *PAC Number:* 86-001 *Related to PR#:* AAFC HRB 921 *TBS Registration:* 002700 *Bank Number:* AAFC PPE 803

Security Clearances
Description: This bank contains completed personal histories; summaries of Canadian Security Intelligence Services (CSIS) previously RCMP Security Services) investigations; fingerprint cards; criminal histories; security briefings and correspondence related to the security clearances of individuals working or applying for work with the federal government by way of appointment, assignment or contract. Notation of level of clearance may be attached to the employee Personnel Record. Details of CSIS investigations are maintained in a CSIS personal information bank. *Class of Individuals:* Individuals working or applying for work with Agriculture and Agri-Food Canada by way of appointment, assignment or contract. *Purpose:* The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for individuals working or applying for work with Agriculture and Agri-Food Canada by way of appointment, assignment or contract whose position requires a security classification; to determine the level of security clearance; and to provide information for the administration of government security measures. In making decisions on levels of clearance, Agriculture and Agri-Food Canada may refer only to the information contained in this bank and not to investigate information contained in the CSIS bank. *Consistent Uses:* To support decisions on transfers, promotions, discipline and termination of employment. The departmental Security Information System is linked to the Human Resources Information System to obtain current information on employees and to update the Security Information System on a continuous basis. *Retention and Disposal Standards:* Two years after an employee leaves Agriculture and Agri-Food Canada after which the records are destroyed. *Related to PR#:* AAFC CSB 852 *TBS Registration:* 002943 *Bank Number:* AAFC PPE 826

Small Farm Development Program
Description: The bank contains employees' names and identification numbers, dates and locations of visits, counselling topics and percentage allocation of time. *Class of Individuals:* Agriculture and Agri-Food Canada employees. *Purpose:* To maintain a record of how federal department employees who are seconded to provinces, apportion their time among various counselling topics. *Consistent Uses:* To record employees' time when providing management assistance to small- scale family farmers. *Retention and Disposal Standards:* These files are retained for 10 years. *PAC Number:* 72-003 *TBS Registration:* 000909 *Bank Number:* AAFC PPE 801

Telecommunication
Description: This bank contains all or part of the following information about telecommunication equipment and services installed or available for use at departmental offices including details of long distance calls placed from a departmental telephone, lists of employees assigned government authorization codes allowing access to the Government Intercity Network and the cost associated with the equipment and use of these services. It may include call detail recording information for all local and/or long distance calls placed from departmental telephones. The information could consist of the originating number or extension, the number dialled, the location dialled, the date and time the call started and ended, the duration of the call, the route taken and cost. The above information is also available for long distance calls using government authorization codes. Telephone numbers dialled may include any telephone which is accessible locally or through the government intercity network, the commercial long distance service an other dedicated departmental networks. Since many telephone numbers or extensions are identifies with specific employees, the call patterns and numbers dialled may reveal information about a specific departmental employee. *Class of Individuals:* Employees of the Department. *Purpose:* This bank is compiled to facilitate telecommunication management. The call detail recording information is collected to provide a basis to calculate and charge the actual cost of services to departmental organizations. It also provides managers of organizational units with information to monitor the use of services and their related costs. *Consistent Uses:* This information is used for day-to-day telecommunication management, allocating actual costs based on utilization of services and to provide information on employees usage of the services to their respective departmental manager. *Retention and Disposal Standards:* These records are retained for two years except for the information on financial transactions is kept for six years.

Related to PR#: AAFC CSB 852 *TBS Registration:* 003319 *Bank Number:* AAFC PPE 827

Training and Development
Description: This bank contains personal data including course applications and evaluations; social insurance number; records of certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank. *Class of Individuals:* Employees of the institution. *Purpose:* To provide documentation for the administration of training and development programs within government institutions. The Social Insurance Number (SIN) is used for the purpose of identification and to ensure consistency in administration in pay and benefits. Provisions of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances. *Consistent Uses:* To approve and register the participation of employees in training and development activities and to certify the achievements of employees. *Retention and Disposal Standards:* Records are destroyed two years after completion of the particular training and development undertaken by an employee. *PAC Number:* 85-001 *Related to PR#:* AAFC HRB 927 *TBS Registration:* 000917 *Bank Number:* AAFC PPE 810

Travel and Relocation
Description: This bank contains authorized requests for departmental credit cards and individual credit cards, foreign travel, relocations, advances, claims, travel arrangements and itineraries, information on passports and visas and correspondence concerning travel and relocation of employees. *Class of Individuals:* Employees of the institution. *Purpose:* The purpose of this bank is to obtain authorization at the corporate level (required by policy) regarding credit cards, travel and relocation, and to obtain passports and visas for employees travelling overseas. *Consistent Uses:* The information is also used to administer the travel and relocation functions with respect to their approval and to issue credit cards, passports and visas. *Retention and Disposal Standards:* Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled except for credit cards, which are retained until the expiry date. *PAC Number:* 85-001 *Related to PR#:* AAFC CSB 852 *TBS Registration:* 002282 *Bank Number:* AAFC PPE 815

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Grievances

Harassment

Identification and Building-Pass Cards

Incentive Awards

Occupational Safety and Health

Official Languages

Pay and Benefits

Performance Reviews and Employee Appraisals

Security Clearances

Vehicle, Ship, Boat and Aircraft Accidents

Atlantic Canada Opportunities Agency

Chapter 2

Particular Banks

Attendance and Leave
Description: This bank contains information on all approved leave requests as well as on monthly attendance reports and notes including physical certificate forms justifying absences. *Class of Individuals:* The information held in this bank relates to Agency employees. *Purpose:* Information is obtained for the administration of employee attendance and leave. It is also used in the verification of absences against leave credits, and of salary payments against attendance reports. It is used to record leave on annual leave report forms as well as to evaluate the use of leave and rates of absenteeism. *Retention and Disposal Standards:* The records are destroyed two years after the end of the fiscal year. *TBS Registration:* 003380 *Bank Number:* ACO PPE 801

Incentive Awards
Description: This bank includes information on public servants who have been nominated for awards under the federal government's Incentive Awards Plan or any other departmental based employee awards programs. Such information may include curriculum vitae, narratives in support of meritorious contributions related to their duties or practical suggestions for improvement of Public Service operations. *Class of Individuals:* Information in this bank

relates to all employees of the Public Service who have been nominated for awards under the Incentive Awards Plan or any other departmental based employee awards program. *Purpose:* The purpose of this bank is to identify individuals who have been nominated for awards under the federal government's Incentive Awards Plan or any other departmental Employee Awards Program. The information in this bank is used to establish precedents for awards and to provide an audit trail for the disbursements of funds. *Retention and Disposal Standards:* Operational files are kept for a minimum of two years then destroyed; financial files for six years then destroyed and precedent setting files for 25 years then destroyed (subject to National Archives approval). *TBS Registration:* 003379 *Bank Number:* ACO PPE 804

Performance Reviews and Employee Appraisals
Description: This bank contains information regarding the performance of individual employees in terms of skills, abilities, and accomplishments. *Class of Individuals:* Files contain copies of annual PREA reports which contain employee evaluations, summaries of performance reviews, career, training and development objectives. Information relates to all employees of the institution. *Purpose:* This bank is used to determine employees' annual salary rate and to collect statistical data. The bank is also used to determine training and development needs. *Retention and Disposal Standards:* Records are retained for five years for all employees and are then destroyed. *TBS Registration:* 003378 *Bank Number:* ACO PPE 803

Training and Development
Description: This bank contains personal data including course applications and evaluations; social insurance numbers; examination results and certificates; records of fee payments and correspondence related to participation of employees in training activities sponsored by both government and non-government organizations; record of approved courses for employees in annual training plans; departmental training records for in-house courses; information required for central agency reporting purposes including forms (training — expenditure, and training — human resource reports) detailing resources expended (financial and human) in the provision of training; individual records on employees who are on extended education leave, CAP and other special development programs. *Class of Individuals:* This information includes résumés, performance reviews, return of service undertaking agreements, and forms indicating management approval; inventory of training/authorization forms; inventory of CAP participants; inventory of interchange participants; inventory of educational/leave participants; and inventory of professional development leave participants. Information in this bank relates to employees of ACOA and other public servants who have either attended ACOA courses or who have acted as instructors in ACOA courses. *Purpose:* The purpose of this bank is to provide documentation for the administration of training and development programs within the Agency and to prepare files submitted to human resources committees for approval. The bank is also used by central agencies in the administration of TDIS, and development programs. The bank is also used to register employees on courses and maintain a record of courses taken, to enable follow-up concerning payment as well as to provide management and Treasury Board with information concerning employee training and planned training activities. *Retention and Disposal Standards:* Records are destroyed two years after completion of training and development undertaken by the employee. *TBS Registration:* 003381 *Bank Number:* ACO PPE 802

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Conflict of Interest and Post-Employment Code

Employee Assistance

Employee Personnel Record

Grievances

Official Languages

Pay and Benefits

Atlantic Pilotage Authority Canada

Chapter 3

Particular Banks

Register of Pilots
Description: The purpose of this bank is to retain a register of certificates and qualifications required under the Pilotage Act. It contains information on physical characteristics; licences; certificates; and accidents of pilots. Files are retained indefinitely. *Bank Number:* APA PPE 801

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Employee Personnel Record

Occupational Safety and Health

Pay and Benefits

Atomic Energy Control Board
Chapter 4

Particular Banks

Advisory Committee Members
Description: The AECB maintains two advisory committees whose members come from industry, universities and other institutions. The committees report to the President of the AECB. This bank contains correspondence relating to the recruiting of members, and may include names and details concerning present employment and experience. Records are retained for two years before being transferred to the National Archives of Canada. *Bank Number:* AEB PPE 801

AECB Inspectors: Certification Record
Description: AECB staff may act as inspectors under the Regulations. Personal data of staff so designated remain in the individual's personal file, but correspondence relating simply to appointment is in a separate bank. The principal purpose of the bank is to provide an up-to-date status of appointments and it contains only names and subject area for inspection purposes. *Bank Number:* AEB PPE 803

Radiation Exposure Records: AECB Staff
Description: The purpose of the bank is to maintain a record of doses received by AECB staff while carrying out their duties. Values are cumulated on a periodic basis. Records are retained indefinitely. *Bank Number:* AEB PPE 802

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Reliability Checks

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Bank of Canada
Chapter 5

Particular Banks

Access Cards
Description: This bank contains Access Card Authorization forms, names, photo images, security levels, employment status and employee identification numbers for the issuance of access cards, which are used to identify individuals authorized to be present on Bank premises. *Class of Individuals:* Bank of Canada employees and pensioners; contractors; tenants. *Purpose:* The purpose of this bank is to maintain information relating to the issuance of access cards. *Consistent Uses:* To issue and control access cards. *Retention and Disposal Standards:* These records are kept for a period of two years after an individual leaves the Bank or two years after the last administrative use, then destroyed. *TBS Registration:* 003289 *Bank Number:* BOC PPE 818

Attendance and Leave
Description: This bank contains absence input forms and summary reports which include the employee identification number, leave applications, and correspondence related to attendance and leave. The annual summary of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form, as modules of institutional personnel databases, especially as time/attendance, leave control and absenteeism systems. *Class of Individuals:* Bank of Canada employees. *Purpose:* The purpose of this bank is to support the administration of employee attendance and leave.

Consistent Uses: To record attendance and authorize leave, to support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate the use of leave and rates of absenteeism. *Retention and Disposal Standards:* Records are kept for a period of three years, then destroyed. *TBS Registration:* 002211 *Bank Number:* BOC PPE 821

Discipline
Description: This bank contains notices of disciplinary action and correspondence about employee misconduct, testimony by witnesses, legal opinions, investigations of possible misconduct, and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record. *Class of Individuals:* Bank of Canada employees. *Purpose:* The purpose of this bank is to maintain information used in disciplinary actions. *Consistent Uses:* To determine the need for and nature of disciplinary actions, and to support decisions on pay and benefits, attendance and leave, transfer, demotion and termination of employment. *Retention and Disposal Standards:* Records are kept for a period of five years following the date of disciplinary action, then destroyed. *TBS Registration:* 002219 *Bank Number:* BOC PPE 836

Employee Health Record
Description: This bank contains occupational health evaluations and all personal medical data including employee assistance records. Copies of Workers Compensation reports are also maintained in the employee health file. *Class of Individuals:* Bank of Canada employees. *Purpose:* The purpose of this bank is to maintain individual records on the health of employees, and to provide documentation for the administration of occupational health and certain benefit programs. *Retention and Disposal Standards:* Records are kept for a period of 20 years after the employee leaves the Bank, or following the last intervention if this occurs after the employee has left the Bank, and a further 20 years for certain records relating to designated substances or procedures, i.e. audiograms. *TBS Registration:* 002215 *Bank Number:* BOC PPE 830

Employee Personnel Record
Description: Information concerning personal characteristics, including age and sex;employee identification number; home address; citizenship; education, including transcripts, certificates and diplomas; employment history, curricula vitae and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, tenure; performance reviews and employee appraisals; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record may contain summary records of decisions relating to staffing, attendance and leave, pay and benefits, training and development, decisions concerning compensation and fitness for work, official languages, discipline, and level of security clearance. The major series of information concerning these topics is, however, found in other personal information banks described in this chapter. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above. Some of the above information exists in a computer-based system in order to generate reports on such topics as training, human resources inventory searches, attendance and leave and other related reports as required. *Class of Individuals:* Bank of Canada employees. *Purpose:* This bank provides a record of an individual's employment and is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In some of the above cases, the information in this bank is a summary which refers to other more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions are co-ordinated in the interests of both the individual and the employer. *Consistent Uses:* The main use of this bank is to provide documentation and authorization regarding appointments, transfers, promotions, demotions, termination of employment and superannuation. It is also used to authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance; as well as to verify employment references. *Retention and Disposal Standards:* After an employee leaves the Bank, the personnel record is kept until the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. Performance appraisals are kept on an employee's file for a period of five years and then destroyed. *TBS Registration:* 002210 *Bank Number:* BOC PPE 810

Employment Equity Program
Description: This bank contains information for the purpose of the Bank's Employment Equity program which includes self-identification of employees within the Bank of Canada by each of the four groups designated by the employment equity legislation: women, aboriginal peoples, persons with disabilities and visible minorities. The information will be maintained on a microcomputer. *Class of Individuals:* Regular full-time employees; regular part-time employees; temporary employees of the Bank of Canada. *Purpose:* Information will be used for purposes specified in the Employment Equity Act; that is,

for program development and implementation, as well as for the summary reports on employment equity that must be submitted annually to the Minister of Employment and Immigration. *Consistent Uses:* The data will be used to determine the degree to which the four designated groups are equitably represented within the Bank's various occupational groupings and responsibility levels. The social insurance number may be used to link information in this bank with that in another bank in order to obtain statistical information on employees. *Retention and Disposal Standards:* The information collected for the Employment Equity program and used in the preparation of the Annual Report to the Minister of Human Resources Development Canada, will be kept for a period of three years after the year in respect in which the report is made, then destroyed. Employment Equity questionnaires will be retained for a period of two years after an employee leaves the Bank, then destroyed. When questionnaires from active employees are superseded, the previous questionnaires will immediately be destroyed. *TBS Registration:* 001942 *Bank Number:* BOC PPE 817

Garnishees

Description: This bank contains orders of garnishment and related correspondence. *Class of Individuals:* Bank of Canada employees. *Purpose:* The purpose of this bank is to maintain information concerning orders for garnishment. The social insurance number may or may not be present. If present, it is in some cases authorized under the Income Tax Act and the Family Orders and Agreements Enforcement Assistance Act and Regulations. *Consistent Uses:* To provide for the execution of orders of garnishment. *Retention and Disposal Standards:* Records are kept for a period of six years after the garnishment order is no longer in force, then destroyed. *TBS Registration:* 000076 *Bank Number:* BOC PPE 822

Grievances

Description: This bank contains presentations by employees, receipt notices and replies by management, testimony by witnesses, legal opinions, investigation and analysis reports, job descriptions required in the grievance process regarding classification; and correspondence about grievances. *Class of Individuals:* Bank of Canada employees. *Purpose:* The purpose of this bank is to record information used in the grievance process. *Consistent Uses:* Information contained in this bank is used exclusively to accommodate and, where possible, to resolve grievances at all levels in the grievance process. *Retention and Disposal Standards:* Records are kept for a period of five years following date of resolution, then destroyed. *TBS Registration:* 002218 *Bank Number:* BOC PPE 835

Occupational Injury

Description: This bank contains accident and occupational injury or illness records, claims for compensation, and related correspondence, including first aid records. Summaries of accident reports are also produced using a microcomputer. *Class of Individuals:* Bank of Canada employees. *Purpose:* To maintain records relating to occupational injuries or illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work. It also provides documentation for the administration of occupational safety and health programs in the Bank of Canada. *Consistent Uses:* To record safety and health details and causes of accidents/injuries in order to assist in accident prevention and health protection. To assure Bank employees receive proper compensation for accidents/injuries. *Retention and Disposal Standards:* First aid records are retained for two years; accident or occupational injury or illness records are retained for 20 years. *TBS Registration:* 002217 *Bank Number:* BOC PPE 831

Official Languages

Description: This bank contains basic personal data such as first official language and the employee identification number for purposes of identification; language knowledge levels; training certificates and correspondence about the official languages qualifications of employees. *Class of Individuals:* Bank of Canada employees. *Purpose:* The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees. *Consistent Uses:* To document the language training needs and accomplishments of employees, and to aid in determining the linguistic status of employees and in auditing the administration of official language programs. *Retention and Disposal Standards:* Records are kept for a period of two years after the employee leaves the Bank, then destroyed. *TBS Registration:* 002214 *Bank Number:* BOC PPE 826

Parking

Description: This bank contains permit applications and correspondence about parking of motor vehicles on public property. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank. *Class of Individuals:* Bank of Canada employees. *Purpose:* The purpose of this bank is to maintain information for the administration of parking privileges. *Consistent Uses:* To maintain a record of parking permits. *Retention and Disposal Standards:* Records are kept for a period of three years after the permit expires, then destroyed. *TBS Registration:* 002236 *Bank Number:* BOC PPE 842

Pay and Benefits

Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, including the social insurance number, as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. Earning and superannuation records are attached to the Employee Personnel Record. Some of the above information exists in a computer-based system in order to generate salaries, pensions, deductions or to

adjust an employee payroll/personnel record. *Class of Individuals:* Bank of Canada employees. *Purpose:* The purpose of this bank is to provide documentation for the administration of pay and benefits. The use of the social insurance number is a requirement under the Income Tax Act, the Employment Insurance Act. *Consistent Uses:* To approve the disbursement of salaries and allowances and the retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances. The bank enables audit and reconciliation of payroll accounts (e.g., employee remuneration and entitlements) and supports the recovery of overpayments and debts owed to the Crown and, where applicable, enables execution of orders of garnishment, attachment, or diversion of funds in accordance with the Garnishment, Attachment and Pension Diversion Act. *Retention and Disposal Standards:* After an employee leaves the Bank, the personnel record is kept until the individual reaches the age of 70, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. *TBS Registration:* 002212 *Bank Number:* BOC PPE 820

Personal Harassment

Description: This bank contains letters of complaint regarding incidents of harassment; records of interviews with both complainants and alleged harassers; records of interviews with witnesses to incidents; summations of management investigations; and analyses of events and records of decisions taken about particular incidents. Such information must be retained as a separate record and not placed on the complainant's Employee Personnel Record. When a disciplinary action results from an investigation, information will also be filed in the Discipline Bank. *Class of Individuals:* Bank of Canada employees. *Purpose:* The purpose of this bank is to record information necessary for dealing with complaints of personal harassment at the workplace. *Consistent Uses:* To make decisions in specific instances on whether or not personal harassment is occurring and when this is the case to determine the appropriate action, including disciplinary action, to be taken to end a harassment situation. *Retention and Disposal Standards:* Records are kept for a period of five years following the date of the most recent administrative activity in relation to an individual case, then destroyed. *TBS Registration:* 002237 *Bank Number:* BOC PPE 837

Reliability Checks and Security Clearances

Description: This bank contains employee identification numbers, completed fingerprint forms, results of the Royal Canadian Mounted Police criminal records name checks and/or fingerprinting records checks, credit bureau checks and Access Card Authorization forms. In addition, this bank contains completed Personnel Security Clearance Questionnaires and Personnel Security Assessments, summaries of Canadian Security Intelligence Service records checks and investigations, completed Government of Canada Personnel Screening Request and Authorization forms, and security briefings. Notation of level of security clearance may be attached to the Employee Personnel Record. *Class of Individuals:* Bank of Canada employees; employees of a contracted company; service personnel and construction workers requiring temporary access to buildings. *Purpose:* The purpose of this bank is to maintain reliability check documentation; to record information pertinent to the determination of the appropriate level of security clearance for employees whose position requires a security clearance. *Consistent Uses:* The records are used to help determine an individual's reliability, to determine the level of security clearance and to provide information for the administration of the Bank's security measures. It is also used to support decisions on reliability checks and security clearances, transfers, promotions, discipline and termination of employment. *Retention and Disposal Standards:* Records are kept for a period of two years after an employee leaves the Bank, then destroyed. Contracted company employees' records are kept for two years after the last administrative use, then destroyed. In the case where a criminal record exists, and if notified that a pardon has been granted, the criminal record in question is destroyed immediately. *TBS Registration:* 002216 *Bank Number:* BOC PPE 816

Relocation

Description: This bank contains authorizations, advances, claims, receipts, and correspondence concerning the relocation of employees. *Class of Individuals:* Bank of Canada employees. *Purpose:* The purpose of this bank is to maintain information regarding the relocation of employees. *Consistent Uses:* To administer the relocation functions with respect to their approval, as well as advances and claims. *Retention and Disposal Standards:* Records are kept for a period of seven years following the date of the last transaction, after which they are destroyed. *TBS Registration:* 000074 *Bank Number:* BOC PPE 840

Staffing

Description: The bank contains competition posters which describe the positions available, salary ranges and selection profiles. It includes transfer requests; human resources inventory print-outs; candidates' applications; lists of candidates; interview notes and test results; offers of employment; notices to candidates; and correspondence concerning staffing by various processes, including by competition and human resources inventory searches. Records in the bank contain a variety of personal information which may include education levels and the employee identification number. Notations of staffing decisions may also appear in the Employee Personnel Record. *Class of Individuals:* Bank of Canada employees. *Purpose:* The bank provides a record of the information used in staffing positions. *Consistent Uses:* To select candidates and staff positions. *Retention and Disposal Standards:* Staffing

applications are kept for a period of three years after the year in which they are received, then destroyed. *TBS Registration:* 002013 *Bank Number:* BOC PPE 815

Training and Development
Description: This bank contains personal data including sex of the individual, language preference, course applications and evaluations; employee identification numbers; examination results and certificates; records of fee payments; and correspondence related to employee participation in training and development activities, both sponsored by the Bank and operated by other organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record. Information on an employee's needs for individual development related to performance is mentioned on the Performance Review and Employee Appraisal Form which is in turn attached to the Employee Personnel Record. *Class of Individuals:* Bank of Canada employees. *Purpose:* The purpose of this bank is to provide documentation for the administration of training and development programs. *Consistent Uses:* To approve the participation of employees in training and development activities, to register the employees and to certify their achievements. *Retention and Disposal Standards:* Records are kept for a period of five years, then destroyed. *TBS Registration:* 002213 *Bank Number:* BOC PPE 825

Training and Development — Development Assignment Program (D.A.P.)
Description: This bank contains résumés, employee profiles, summaries of the personal career planning exercise, interview information, referral results, details of D.A.P. assignments, assignment proposal forms and agreements, D.A.P. assignment evaluation forms, and general correspondence. *Class of Individuals:* Bank of Canada employees who have been selected for possible assignments wthin their own department as well as in other departments of the Bank. *Purpose:* This bank was created to maintain an inventory of employees selected for possible assignments within the Bank, and to administer the program. *Consistent Uses:* The information is used to identify interested employees for referral to available assignment opportunities within the Bank. It is also used for statistical, administrative and career planning purposes. *Retention and Disposal Standards:* Records are retained for 2 years after completion of assignments or 2 years of inactivity (no assignments). Selected information on all candidates is computerized and retained for statistical purposes for ten (10) years. *TBS Registration:* 003424 *Bank Number:* BOC PPE 827

Travel
Description: This bank contains advances, claims, receipts, travel arrangements, itineraries and correspondence concerning employee business travel. *Class of Individuals:* Bank of Canada employees. *Purpose:* The purpose of this bank is to maintain information regarding the travelling expenses of employees. *Consistent Uses:* To provide advances and approve claims for business travel expenses. *Retention and Disposal Standards:* Records are kept for a period of seven years, then destroyed. *TBS Registration:* 000075 *Bank Number:* BOC PPE 841

Business Development Bank of Canada
Chapter 6

Particular Banks

Discipline
Description: This bank contains notices of disciplinary action and correspondence about employee misconduct, testimony by witnesses, legal opinions, investigations of possible misconduct, and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record. *Class of Individuals:* BDC employees. *Purpose:* The purpose of this bank is to maintain information used in disciplinary actions. *Consistent Uses:* To determine the need for and nature of disciplinary actions, and to support decisions on pay and benefits, attendance and leave, transfer, demotion and termination of employment. *Retention and Disposal Standards:* Portions of these records are kept for 6 years then destroyed. Other portions may be transferred to the "Employee Personnel Record" and retention periods for that bank apply. *TBS Registration:* 003923 *Bank Number:* BDBC PPE 820

Employee Assistance Program
Description: This bank contains information pertaining to a voluntary confidential counselling service offered to employees and their dependents. Employees and their dependents requiring counselling contact the consultant directly. The services of the consultant have been retained by BDC for the purpose of providing an Employee Assistance Program to the above mentioned group. Records relating to counselling sessions are maintained with the consultant and not kept at BDC. This is to ensure confidentiality of the program. *Class of Individuals:* BDC employees and their dependents. *Purpose:* The bank allows the consultant to ensure continuity of service to BDC employees and their dependents in order to ensure confidentiality to those requesting these services. *Retention and Disposal Standards:* The information is

kept by the consultant until contract termination. *TBS Registration:* 003748 *Bank Number:* BDBC PPE 805

Employee Awards Program
Description: This bank contains information on employees who have been nominated for awards under the BDC suggestion programs. Data elements include name, employee title, suggestion number, type of suggestion with outline, and whether it was awarded and/or implemented. *Class of Individuals:* BDC employees who have applied under the program. *Purpose:* The purpose of this bank is to identify individuals who have made suggestions and to provide a record of the evaluation of the suggestion. *Consistent Uses:* The computer system is used to control the processing of suggestions and the giving of awards, when appropriate. *Retention and Disposal Standards:* File is active for a 2 year period. If the suggestion is not acted upon within 2 years, the file is deemed inactive and records are retained for a further 3 years then destroyed. *TBS Registration:* 003922 *Bank Number:* BDBC PPE 815

Employment Equity Survey
Description: This bank contains information on self-identification with regard to sex, race, ethnic origin and disabilities. *Class of Individuals:* Permanent full-time employees; permanent part-time employees; and temporary employees. *Purpose:* The purpose of this bank is to implement an employment equity program and to prepare workforce analysis reports which are to be submitted to Human Resources Development, Canada. Data are collected to provide a comprehensive picture of employees by designated-group status (e.g. women, aboriginal people, persons with disabilities and persons belonging to a visible minority). *Consistent Uses:* The information gathered will be used for institutional purposes in the employment equity program to identify and eliminate systemic discrimination, and to introduce special measures (e.g. training, accommodations) to ensure that persons in designated groups are equitably represented. It may also be used for policy and planning purposes. *Retention and Disposal Standards:* These records will be retained for a period of at least five years after the year in respect of which a report is made. *TBS Registration:* 003752 *Bank Number:* BDBC PPE 801

Pay and Benefits
Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.) *Class of Individuals:* Employees of the BDC. *Purpose:* The purpose of this bank is to provide documentation for the administration of pay and benefits within the BDC and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances. *Consistent Uses:* To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the relevant legislation. *Retention and Disposal Standards:* Records are retained by BDC for the duration of employment plus one year. They are then merged with the corresponding Employee Personnel Record file and transferred to the control of National Archives of Canada and follow the same retention and disposal standards as the Employee Personnel Record standard file. Exception to this procedure occurs however in instances where there is a need to settle overpayments, to collect debts owed to the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force. *TBS Registration:* 003751 *Bank Number:* BDBC PPE 810

Standard Banks

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Attendance and Leave

Employee Personnel Record

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Performance Reviews and Employee Appraisals

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Canada Council
Chapter 7

Particular Banks

Conflicts of Interest
Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties. *Class of Individuals:* Employees of the Council. *Purpose:* The purpose of this bank is to maintain information about potential and actual conflict of interest situations, to record potential conflicts of interest and to register solutions to resolve actual conflicts of interest. *Consistent Uses:* To support decisions on transfers, discipline and termination of employment. *Retention and Disposal Standards:* These files are kept 2 years after the last administrative action. *TBS Registration:* 003780 *Bank Number:* CAC PPE 805

Employee General Record
Description: This bank contains personal characteristics including age, sex, social insurance number, marital status, home address and telephone number, and correspondence related to engagement and termination, pay and allowances, deductions and benefits, superannuation, attendance and leave and physicians certificates associated with sick leave. *Class of Individuals:* The information relates to current and former employees. *Purpose:* The purpose of this bank is to provide documentation and authorization of engagement, termination and superannuation; attendance and leave; disbursement of salary and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in the administration of pay and benefits. *Consistent Uses:* This bank is also used to authenticate decisions on engagement and termination; attendance and leave; pay, allowances and benefits; superannuation; and to enable audit and reconciliation of payroll accounts. *Retention and Disposal Standards:* These records are destroyed at age 80 provided two years have elapsed since the last administrative action on file. Records are retained for the duration of employment plus one year and then transferred to the control of the National Personnel Records Centre. *TBS Registration:* 003781 *Bank Number:* CAC PPE 810

Employment Equity Program
Description: The bank contains personal information on employees such as education, work history and career aspirations, and training and development, which is collected by means of questionnaires and/or interviews or compiled from employees' files or automated data systems. The information is collected on a voluntary basis, and respondents are asked to identify whether they are male or female, whether they are an aboriginal person, and whether they have a disability or are a member of a visible minority group. An employee number may be used to identify employees in instances where government institutions are not able to employ an anonymous questionnaire, as well as when these identifiers are required to locate employee records. *Class of Individuals:* Employees of the institution. *Purpose:* This bank provides documentation for the implementation of the employment equity policy. Data are collected to provide a comprehensive picture of employees by sex and by target group status (e.g. women, aboriginal peoples, persons with disabilities and members of visible minority groups). This information is used to compile a personnel profile of employees and to compare the situation of target group members with non-target group members within a government institution and with their counterparts in the general labour market. The employee number may be used to link information in this bank that in another bank containing employee information (e.g., the Personnel Management Information System) in order to obtain statistical information, where the securing of such information would be consistent with the uses for which the personal information was collected. *Consistent Uses:* The council may collect data for statistical purposes, for purposes relating to individuals, or for both. Personal data are released to the Employment Equity Target Group Data Bank (TBS TBS 706) for statistical purposes only. The information gathered will be used for institutional purposes in the government's employment equity program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that target groups participate in and are equitably represented in the federal public service. It may also be used for policy and planning purposes related to employment equity. *Retention and Disposal Standards:* The disposal criteria for this bank are to be established. *TBS Registration:* 003782 *Bank Number:* CAC PPE 815

Performance File
Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests. It also contains course applications and evaluations; letters of recommendation; notices of disciplinary action and correspondence about employee misconduct; investigations of possible misconduct and analysis reports of these investigations. *Class of Individuals:* Employees of the institution. *Purpose:* The purpose of this bank is to maintain information regarding the level of performance on individual employees within government institutions and to determine the level of performance of individual employees, including the identification of training and development needs, approval

of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation. *Consistent Uses:* To support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment. *Retention and Disposal Standards:* Records are retained for the duration of employment plus one year for all employees and then transferred to the control of the National Personnel Records Centre. Information concerning disciplinary actions are removed after two years, provided that there has been no further disciplinary action. *TBS Registration:* 003783 *Bank Number:* CAC PPE 820

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Discipline

Grievances

Parking

Pay and Benefits

Staffing

Training and Development

Travel and Relocation

Canada Deposit Insurance Corporation

Chapter 8

Particular Banks

Conflict of Interest

Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties. *Class of Individuals:* Employees of the Corporation. *Purpose:* The purpose of this bank is to maintain information about potential and actual conflict of interest situations, to record potential conflicts of interest and to register solutions to resolve actual conflicts of interest. *Consistent Uses:* To support decisions on transfers, discipline and termination of employment. *Retention and Disposal Standards:* These files are kept 2 years after the last administrative action. *TBS Registration:* 002296 *Bank Number:* CDI PPE 805

Employee Access to Premises

Description: Access cards are issued to CDIC employees and contract workers to permit them access to the premises. This bank is a data base which contains the date and the time that holders of the access cards enter and exit locked doors on CDIC premises. *Class of Individuals:* Employees of the Canada Deposit Insurance Corporation and other individuals who are given access rights to CDIC premises. *Purpose:* While it is a function of the eletronic door security system to record this information, the information is not used to monitor staff movement and is considered to be of little value. *Retention and Disposal Standards:* In the Ottawa office, where the security system is controlled by CDIC, this information is deleted from the data base every six months. In the Toronto office, where the security sytem is controlled by the landlord, the data is deleted after five years. *TBS Registration:* 003708 *Bank Number:* CDI PPE 806

Employee Personnel Record

Description: This bank contains personal characteristics including age, sex, social insurance number, marital status, home address and telephone number, and correspondence related to engagement and termination, performance reviews and employee appraisals, pay and allowances, deductions and benefits, superannuation, attendance and leave and physicians certificates associated with sick leave. *Class of Individuals:* The information relates to current and former employees. *Purpose:* The purpose of this bank is to provide documentation and authorization of engagement, termination and superannuation; attendance and leave; disbursement of salary and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in the administration of pay and benefits. *Consistent Uses:* This bank is also used to authenticate decisions on engagement and termination; attendance and leave; pay, allowances and benefits; superannuation; and to enable audit and reconciliation of payroll accounts. *Retention and Disposal Standards:* These records are destroyed at age 80 provided two years have elapsed since the last administrative action on file. Records are retained for the duration of employment plus one year and then transferred to the control of the National Personnel Records Centre. *TBS Registration:* 003652 *Bank Number:* CDI PPE 801

Staffing

Description: This bank contains staffing requests; position descriptions; salary ranges; selection profiles; candidates' applications; lists of candidates; rating board assessments including evaluation notes from staffing boards; examination papers and test results; offers of employment; notices to candidates and correspondence concerning staffing by various processes including human resources inventory searches. Records in the bank

contain a variety of personal information such as age, sex, education levels and social insurance numbers. *Class of Individuals:* Employee applicants. *Purpose:* The purpose of this bank is to select candidates and fill staff positions. *Retention and Disposal Standards:* These files are kept two years after the last administrative action. *TBS Registration:* 002293 *Bank Number:* CDI PPE 802

Training and Development
Description: This bank contains personal data including course applications and evaluations; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities both sponsored by the government and operated by non-government organizations which may require the use of the social insurance number. It should be noted that participation and achievement records and information on an employee's needs for individual development related to performance is contained in the Employee Personnel File. *Class of Individuals:* Current and former employees. *Purpose:* The purpose of this bank is to approve and register the participation of employees in training and development activities and to certify the achievements of employees. *Consistent Uses:* To support decisions on pay and benefits, attendance and leave, transfers, promotions and performance appraisals. *Retention and Disposal Standards:* These files are kept for 2 years after the last administrative action. *TBS Registration:* 002295 *Bank Number:* CDI PPE 804

Travel and Relocation
Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries; and correspondence concerning travel, relocation or postings of employees. *Class of Individuals:* Employees of the Corporation. *Purpose:* The purpose of this bank is to maintain information regarding travel, relocation and postings of employees. *Consistent Uses:* To administer the travel and relocation functions with respect to their approval; and to post authorizations, advances and claims. *Retention and Disposal Standards:* These files are kept for 8 fiscal years . *TBS Registration:* 002294 *Bank Number:* CDI PPE 803

Canada Labour Relations Board
Chapter 9

Standard Banks
Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Employee Personnel Record

Employment Equity Program

Grievances

Identification and Building-Pass Cards

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Security Clearances

Staffing

Training and Development

Travel and Relocation

Canada Lands Company Limited
Chapter 10

NOTE: Information concerning the employees of the Canada Lands Company Limited is held by Public Works and Government Services Canada.

Canada Mortgage and Housing Corporation
Chapter 11

Particular Banks

CMHC Pension Plan
Description: The bank contains proofs of prior service; pension election forms; pension observations and correspondence concerning pensions. Records are accessible by providing employee number and full name. *Class of Individuals:* CMHC employees and pensioners. *Purpose:* The purpose of this file is to determine the CMHC pension benefits for its contributing employees. This information may be used for statistical research purposes and for planning, implementing and evaluating CMHC policies, relating to pensions and CMHC benefits. *Consistent Uses:* Pursuant to the Income Tax Act, documentation supporting pension entitlements, including the social insurance number is provided to the federal Office of the Superintendent of Financial Institutions Canada and to the Department of National Revenue (Taxation) for bank RCT PPU 005 Individual Income Tax Return. Information is also provided from time to time to federal departments or agencies in cases of employee transfers or to employers with whom CMHC has reciprocal transfer agreements. *Retention and Disposal Standards:* Records are retained for two years after the member and dependents are deceased, and the records are then forwarded to National Archives of Canada. *TBS Registration:* 003134 *Bank Number:* CMH PPE 845

Conflict of Interest
Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations, investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties. *Class of Individuals:* CMHC employees. *Purpose:* The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest. *Consistent Uses:* To support decisions on transfers, discipline and termination of employment. *Retention and Disposal Standards:* Seven years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, at which time the records are destroyed. *PAC Number:* 85-001 *TBS Registration:* 000097 *Bank Number:* CMH PPE 808

Employee Assistance Program
Description: This bank contains information pertaining to a voluntary confidential counselling service offered to CMHC employees, retirees and their dependents. Employees, their dependents and retirees requiring counselling contact the consultant directly. The services of the consultant have been retained by CMHC for the purpose of providing an Employee Assistance Program to the above mentioned group. Records relating to counselling sessions are maintained with the consultant and not kept at CMHC. This is to ensure confidentiality of the program. *Class of Individuals:* CMHC employees, their dependents and retirees. *Purpose:* The bank allows the consultant to ensure continuity of service. *Consistent Uses:* The consultant undertakes a systematic evaluation of the EAP and provides statistical reports to CMHC in a format that ensures the confidentiality of the individuals who have used the service. *Retention and Disposal Standards:* The information is kept by the consultant until contract termination. Upon termination, and in order to protect the confidentiality of the process, a mutually agreed upon third party reviews the information and makes recommendations as to its disposal. *TBS Registration:* 003135 *Bank Number:* CMH PPE 850

Employee Medical Files
Description: This bank maintains the medical record of each current and past employee and general medical information about family members. *Class of Individuals:* CMHC employees and family members. *Purpose:* The purpose of this bank is to maintain records of all Health Centre consultations including emergency treatments, return to work visits, counselling and referral examinations. This information is also used to keep statistics, to perform occupational health monitoring. *Consistent Uses:* Information used for program management and research purposes planning, evaluation. *Retention and Disposal Standards:* Since 1977, the records are retained until the individual reaches the age of 70 or two years after the death of the individual provided two years have elapsed since the last administrative action concerning the information. *TBS Registration:* 001937 *Bank Number:* CMH PPE 802

Employee Personal Record
Description: This bank contains a record of an individual's employment with CMHC. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages. The Employee Personnel Record relating to an employee is under the control of CMHC and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education; including transcripts, certificates and diplomas; previous employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, layoffs and tenure; employee performance and appraisals; classification, including position numbers, groups, levels, titles and salaries;

superannuation and insurance, including names of beneficiaries. Also included where applicable is information concerning military service, including periods and areas of service; collective bargaining designation status and bargaining agent identification; professional achievements, including publications, patents and awards; termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. *Class of Individuals:* CMHC employees. *Purpose:* To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as to verify employment references. Information is also provided to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes. *Consistent Uses:* To provide documentation and authorization of appointments, transfers, promotions, demotions, pension fund and termination of employment. Information is also provided from time to time to federal departments or agencies in cases of employee transfers and with employers with whom CMHC has reciprocal transfer agreements (pension). *Retention and Disposal Standards:* Retained by CMHC for the duration of employment plus one year, and then transferred to the control of National Archives. The information is destroyed when the individual reaches the age of 70, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. Employee Performance Evaluations are retained for five years. For records relating to disciplinary action, the time limit for disposal is three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. *PAC Number:* 85-001 *TBS Registration:* 002991 *Bank Number:* CMH PPE 815

Employment Equity Program

Description: This bank contains information on designated group employees. Respondents are asked to identify, by means of a questionnaire, whether they are of Native origin, if they have a continuing or permanent disability, or form part of a visible minority group. *Class of Individuals:* Employees of the Corporation. *Purpose:* This bank provides documentation for the implementation of the Employment Equity Act. Data are collected to provide a comprehensive picture of employees by designated group status (women, aboriginal peoples, visible minorities and people with disabilities). This information is used to compile a personnel profile of employees and to compare the situation of designated group members with non-designated group members within CMHC and with their counterparts in the general labour market. The employee number may be used to link information in this bank with that in another bank containing employee information (e.g. the Human Resources Information System) in order to obtain statistical information, where the securing of such information would be consistent with the uses for which the personal information was collected. *Consistent Uses:* The information gathered will be used for institutional purposes in the Corporation's Employment Equity Program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure designated group participation and equitable representation. It is used to prepare CMHC's Annual Reports to Human Resources Development Canada and the CMHC internal employment equity monitoring report. It may also be used for policy and planning purposes related to employment equity. *Retention and Disposal Standards:* Records are destroyed two years after the employee leaves the Corporation. *PAC Number:* 85-001 *TBS Registration:* 002198 *Bank Number:* CMH PPE 809

Familycare Assistance

Description: This bank contains information pertaining to a voluntary confidential information, resources and support service offered to CMHC employees and their immediate family members.The employee/family members requiring information, resources and support contact the consultant directly. The services of the consultant have been retained by CMHC to provide the Familycare Assistance Program. Records relating to the nature of inquiries received are maintained with the consultant. These files are not held at CMHC in order to guarantee confidentiality. *Class of Individuals:* CMHC employees and their immediate family members. *Purpose:* The bank allows the consultant to ensure continuity of service to employees and to their family members. *Consistent Uses:* The consultant undertakes a systematic evaluation of the Familycare Assistance Program and provides statistical reports to CMHC in a format that ensures the confidentiality of the individuals who have requested information. *Retention and Disposal Standards:* The information is kept by the consultant until contract termination. Upon termination, a mutually agreed upon third party will review the information and make recommendations as to its disposal. *TBS Registration:* 003653 *Bank Number:* CMH PPE 860

Grievances

Description: This bank contains presentations by unionized employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; and correspondence about grievances. *Class of Individuals:* Unionized CMHC employees. *Purpose:* The purpose of this bank is to record information used in all levels of the grievance process. *Consistent Uses:* The purpose of this bank is to record information used in the grievance process. Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process. *Retention and Disposal Standards:* Three years following date of resolution, the records are destroyed.

PAC Number: 85-001 *TBS Registration:* 002992 *Bank Number:* CMH PPE 820

Harassment (including discrimination and sexual harassment)
Description: This bank contains letters of complaint regarding incidents of harassment; records of interviews both with complainants and alleged harassers; records of interviews with witnesses; summations of investigations and analyses of events, as well as records of decisions taken regarding particular incidents. Such information must be retained as a separate file and not placed on the manpower files of parties involved. The results of an investigation which result in the application of disciplinary action will be transferred to the Discipline Bank. *Class of Individuals:* CMHC employees. *Purpose:* The purpose of this bank is to record information necessary for dealing with harassment complaints in the workplace and to make decisions in specific instances, more specifically on whether or not harassment is occurring, and when this is the case, to determine the appropriate action to take. *Consistent Uses:* To support decisions on transfer and discipline of employees. *Retention and Disposal Standards:* Records are destroyed three years after the most recent administrative activity in relation to an individual case. *PAC Number:* 85-001 *TBS Registration:* 002994 *Bank Number:* CMH PPE 830

Identification and Building-Pass Cards
Description: This bank could contain photographs, identification forms and correspondence related to the issuance of identification and building-pass cards. *Class of Individuals:* Employees of the Corporation and contractors/visitors. *Purpose:* The purpose of this bank is to maintain information relating to the issuance of identification and building-pass cards. *Consistent Uses:* To issue identification and building-pass cards. *Retention and Disposal Standards:* Records are destroyed two years after expiry of identification and building-pass cards. *PAC Number:* 85-001 *TBS Registration:* 002199 *Bank Number:* CMH PPE 810

Internal Appeals and Employee Complaint Files
Description: This bank records and provides information on internal appeals and employee complaints to outside agencies such as the Canadian Human Rights Commission, Human Resources Development Canada — Labour Program and the Commissioner of Official Languages. *Class of Individuals:* Employees who have used the internal appeal system or an external complaint process. *Purpose:* The purpose of this bank is to provide information gathered in the course of an internal appeal hearing, the investigation of an external complaint and to maintain a precedent file. *Retention and Disposal Standards:* Records are retained for three years from the date of the decision. *TBS Registration:* 001938 *Bank Number:* CMH PPE 804

Investigation Files
Description: This bank records reports of complaints and irregularities in relation to criminal or security matters. It contains records of investigations, interview notes, reports and any subsequent redress action. *Class of Individuals:* Employees and the general public. *Purpose:* The purpose of this bank is to investigate and determine the veracity of alleged criminal or statutory offences against the Corporation or by an employee. *Consistent Uses:* In the case of a criminal investigation, records are made available to the RCMP or other recognized Police Force. *Retention and Disposal Standards:* Records are retained for three years after the case is closed. *TBS Registration:* 001939 *Bank Number:* CMH PPE 806

Official Languages
Description: This bank might contain course enrolment and attendance information; language training applications containing first official language; language knowledge examination levels; training certificates and correspondence about the official languages qualifications of employees. Language examination, exemption and training records may be attached to the Employee Personnel Record. *Class of Individuals:* CMHC employees. *Purpose:* The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of CMHC, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees. *Consistent Uses:* To support and document decisions concerning individual employees on staffing, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs. *Retention and Disposal Standards:* For language test results, the retention period should be increased from 2 to 5 years, with a one-year dormant period; for language designation of positions, a 3-year retention and a 5-year dormant period; and for language training attendance records, a 3-year retention period, after which they can be destroyed.. *PAC Number:* 85-001 *TBS Registration:* 002993 *Bank Number:* CMH PPE 825

Pay and Benefits
Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and CMHC Pension Plan records are also attached to the Employee Personnel Record.) *Class of Individuals:* Employees and pensioners of CMHC. *Purpose:* The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification

and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances. *Consistent Uses:* To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the Garnishment, Attachment and Pension Diversion Act. *Retention and Disposal Standards:* Records are sent to National Archives of Canada two years after expiry of fiscal year where they are kept for four years, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force. *TBS Registration:* 003133 *Bank Number:* CMH PPE 840

Staffing

Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory printouts; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results; eligibility lists; offers of employment; notices to candidates; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education level, social insurance number and voluntary self-identification data relating to employment equity. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record). *Class of Individuals:* Internal and external applicants. *Purpose:* The bank provides a record of the information used in staffing positions. It is also a source of data for employment equity programs and services. *Consistent Uses:* To select candidates and staff positions. Voluntary self-identification information relating to employment equity programs and services may be linked with data contained in other banks where the securing of this information is consistent with the uses for which the personal information was collected. On request, information may be provided to a participant in a selection action. Access procedures: Competition number, where applicable, should be quoted. *Retention and Disposal Standards:* Records are retained for two years after the eligible list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed. *PAC Number:* 85-001 *TBS Registration:* 002995 *Bank Number:* CMH PPE 835

Vehicle Accidents

Description: This bank contains reports on accidents; claims of damages; legal decisions; settlement transactions and correspondence concerning accidents involving government-owned and leased vehicles, as well as privately-owned and leased vehicles, used on official business on reported accidents. *Class of Individuals:* CMHC Employees. *Purpose:* The purpose of this bank is to maintain information regarding vehicle accidents involving CMHC employees. *Consistent Uses:* To determine liability for such accidents, to approve damage settlements and provide statistics to meet insurance company's reporting requirements. *Retention and Disposal Standards:* The records are retained active for five years and dormant for five years. *TBS Registration:* 003295 *Bank Number:* CMH PPE 855

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Discipline

Parking

Reliability Checks

Security Clearances

Training and Development

Travel and Relocation

Canada-Newfoundland Offshore Petroleum Board

Chapter 12

Particular Banks

Employee Personnel Records

Description: This bank is under the control of the Human Resources Section. It provides a summary record of an individual's employment with the Canada-Newfoundland Offshore Petroleum Board. The data include appointment certificates, performance assessments, attendance, leave and overtime records, letters of recommendation, curricula vitae, development and training courses, medical and dental insurance claim information, pension information and other personnel and organizational documents. The bank contains records of all individuals in the Canada-Newfoundland Offshore Petroleum Board's

employment. Records of former employees are transferred to a dormant file following termination of employment. Employees and former employees may gain access to their records by contacting the Human Resources Section. *Class of Individuals:* Employees of the Board. *Purpose:* To provide a summary record of the individual's employment with the Canada-Newfoundland Offshore Petroleum Board. *Retention and Disposal Standards:* Following termination, records of former employees are transferred to a dormant file. The information is destroyed when the individual reaches the age of 70, or two years after the death of the individual, provided two years have elapsed since the last administrative action. *TBS Registration:* 002309 *Bank Number:* CNP PPE 801

Canada-Nova Scotia Offshore Petroleum Board

Chapter 13

Particular Banks

Employee Personnel Records

Description: This bank contains information on employees and former employees of the Board relating to their employment with the Board. Information may be included on an employee's age, sex, citizenship, home address, phone number, education, employment history, references, performance assessments, appointments, transfers, promotions and demotions, periods of employment, attendance, leave and overtime records, training and development courses taken, salary, superannuation, insurance (including names of beneficiaries), disciplinary actions, and similar information related to employment. The bank contains records of all Board employees. Records of former employees are transferred to a dormant file following termination of employment. Employees and former employees may gain access to their records by contacting the Manager, Administration, Industrial Benefits and Legal. *Class of Individuals:* Employees and former employees of the Board. *Purpose:* To provide a record of information on employees and former employees relating to their employment with the Board. *Consistent Uses:* Information may be used for purposes of employment references or group insurance. *Retention and Disposal Standards:* The records of former employees are transferred to a dormant file following their termination of employment with the Board. The information in an individual's file is destroyed when the individual reaches the age of 70, or two years after the death of the individual, provided at least two years have elapsed since the last administrative action. *TBS Registration:* 003314 *Bank Number:* NS PPE 805

Canada Ports Corporation

Chapter 14

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Employee Personnel Record

Grievances

Identification and Building-Pass Cards

Performance Reviews and Employee Appraisals

Security Clearances

Staffing

Training and Development

Travel and Relocation

Canada Post Corporation
Chapter 15

Particular Banks

Access Control Systems
Description: This bank contains identification card applications, temporary pass applications, photographs, visitor registers and occasional incident reports as well as related correspondence. Limited information exists in automated form. The Card Access/Alarm System may also produce reports for incident investigation purposes and statistical analysis. Individuals seeking access to this bank should specify employment location and dates. *Class of Individuals:* Canada Post employees and contractors who have authorized access to Corporation facilities. *Purpose:* The purpose of this bank is to control access to certain facilities, to provide for the security of Canada Post employees and property and anything in the course of post. *Consistent Uses:* The records in it are used to issue and cancel identification cards or building passes, and to maintain building security. *Retention and Disposal Standards:* The records are retained for two years after expiry of the cards and are then destroyed. Visitor logs are retained one year. *TBS Registration:* 001364 *Bank Number:* CPC PPE 823

Accounts Payable
Description: This bank contains such records as claims, authorizations, expense reports, receipts, cheque requisitions, advances, correspondence and other supporting documents relating to expenses being reimbursed, fees being paid, claims being settled and other payments. Records of transactions also exist in automated form in the Accounts Payable System. (Note that payment and related records pertaining to permanent transfers and relocations are stored in Relocation, CPC PPE 816.) Individuals seeking access to this bank should specify whether they are an employee, contractor or claimant and provide details of the payment such as location, type and dates. *Class of Individuals:* Canada Post employees claiming travel and hospitality expenses, education course fees, isolation allowances and membership fees, or receiving rewards, ex gratia and other sundry payments; to suppliers of goods and services provided to the Corporation, including stamp designers and members of the Board of Directors; and to members of the general public, indemnified for claims made against the Corporation. (See Canada Post's contract and claims personal information banks for details). *Purpose:* The information deals with payment of suppliers accounts and expenditures. *Consistent Uses:* The records in it are used to help correct situations that have led to financial losses within Canada Post, both in terms of recovering funds and preventing future losses. *Retention and Disposal Standards:* Records are retained for six fiscal years after last administrative action, such as the recovery or write-off of the debt or loss. Disposal of related records in the above-noted information banks is governed by the retention schedule for those banks. *PAC Number:* 88-007 *TBS Registration:* 001361 *Bank Number:* CPC PPE 820

Conflict of Interest
Description: This bank contains records on conflict of interest and, on occasion, confidential financial and outside activity reports, reports on investigations into potential or actual conflict incidents and related correspondence. Individuals seeking access to this bank should specify name, position, title and employment location and dates. *Class of Individuals:* Existing and recently terminated Canada Post employees who are involved in potential or actual conflicts of interest. *Purpose:* The purpose of this bank is to support the implementation of the conflict of interest policy. *Consistent Uses:* The records are used to help determine whether a conflict of interest exists and, if so, to support decisions on transfer, discipline or termination of employment. *Retention and Disposal Standards:* Records are retained two years after the year of the conflict or after the potential conflict ceases to exist, or after the year of separation, then destroyed. *PAC Number:* 86-001 *TBS Registration:* 002156 *Bank Number:* CPC PPE 814

Corporate Correspondence
Description: This bank contains letters addressed or referred to the Minister, Chairman, President, other executives of Canada Post Corporation, and divisional Customer Service offices, background material compiled in the preparation of responses, and the responses. Certain information, such as the incoming letter, draft and final replies and an index, exists in automated form in the Corporate Correspondence System. Individuals seeking access to this bank should specify the name and postal code pertinent to the previous enquiry. (Note that stamp suggestions may also be stored in Designer References, CPC PPU 025.) *Class of Individuals:* Customers, employees, Members of Parliament, other elected/appointed officials, and the general public. The records may contain personal information on other individuals, where they are the subject of the enquiry (e.g., regarding Canada Post Corporation employees and contractors). *Purpose:* The purpose of this bank is to support the preparation of responses to Ministerial, Chairman and Presidential, and general corporate enquiries pertaining to the operations and administration of Canada Post Corporation. *Consistent Uses:* The records are used to support the correspondence system, to monitor the preparation of responses; for reference purposes when subsequent or similar enquiries are received; for subsequent mailings, when new developments warrant a follow-up letter to

correspondents who have expressed an interest in particular subjects; and, to identify trends or patterns. *Retention and Disposal Standards:* Draft replies stored in automated form are deleted when the correspondence is signed. Paper records and the automated index are retained for seven years after the year of the response and then destroyed and deleted, respectively. Disposal of records retained in the subject files of organizational units drafting responses is governed by the retention schedules for those files. *PAC Number:* 88-007 *TBS Registration:* 002077 *Bank Number:* CPC PPE 826

Corporate Managed Resourcing Program (CMRP)
Description: This bank contains such records as notices of interest, employee name, length of service, salary history, estimated retirement or early departure incentive amounts, acceptances or refusals of incentive offers, referrals to career counselling consultants and other related tax/financial data. Certain records also exist in automated form in the Human Resource Information System CPC PPE 804. Related records may also be found in Payroll, Benefits & Attendance CPC PPE 815 and Employee Career File CPC PPE 808. *Class of Individuals:* Current or recently terminated employees of Canada Post Corporation who have expressed interest in an early termination or retirement offer or who have been referred to CMRP staff. *Purpose:* The purpose of this bank is to support CPC's restructuring objectives by offering a voluntary package of early retirement or departure incentives to eligible employees. *Consistent Uses:* The records are used to ensure the eligibility of applicants to the incentive program, evaluate the amounts of the incentive on an individual basis, make offers to eligible applicants, and to process payments to employees having accepted the incentive. *Retention and Disposal Standards:* Under development. *TBS Registration:* 003738 *Bank Number:* CPC PPE 834

Employee Assistance
Description: This bank contains a very limited amount of information as, due to the confidential nature of the program, cases are handled through personal intervention, without records. Note that, as a matter of policy, records on medical problems, performance deficiencies and absenteeism are not stored in the Employee Assistance bank (see CPC PPE 840, 804, and 815 respectively). Similarly, employee assistance information is not stored in any other personal information bank, with the exception of payment records (see Accounts Payable, CPC PPE 820). Individuals seeking access to records that may exist on them in this bank are encouraged to deal directly with the person consulted for assistance. Individuals seeking formal access under the Privacy Act should specify position title, employment location and dates, as well as the referral agent used. *Class of Individuals:* A case is initiated when an employee requests assistance from an employee assistance referral agent or coordinator. *Purpose:* Employee Assistance is a voluntary program for Canada Post employees experiencing personal problems that may be resolved through professional care. *Consistent Uses:* Where information exists, it is used to support meaningful assistance and follow-up to employees, such as counselling and, where the employee agrees, medical evaluations, professional help and rehabilitation programs; to assist in the development of preventative education and training programs, based on the incidence of certain problems; and for program evaluation purposes (for example, referral agents keep statistical summaries; all personal information is rendered anonymous). Note that referral agents do not diagnose cases and that no personal information is disclosed by referral agents to third parties without the expressed consent of the individual to whom it relates. *Retention and Disposal Standards:* Individual case files are not retained. If financial assistance has been provided, records are kept six years after the fiscal year in which the assistance was provided. *TBS Registration:* 001354 *Bank Number:* CPC PPE 811

Employee Career File
Description: This bank contains performance appraisals (for management, exempt and certain other employees), staffing transactions, letters of offer, probation progress reviews, career resumes and references, diplomas, training certificates, testing results, letters of discipline, letters of appreciation, documented time and attendance problems, employee profiles, human resources inventory forms, career development forms and other information such as employee number, job title, location, position number and official language status. *Class of Individuals:* All current or recently terminated Canada Post Corporation employees. *Purpose:* To support the development of an employee's career. *Consistent Uses:* The records are used: in support of such personnel functions as organizational design, staffing, human resource planning and development, performance evaluations, training, labour relations, promotions, transfers, demotions and terminations; to conduct disciplinary or problem attendance interviews; and, to facilitate the supervision of employees (supervisors contribute and do have access to data on those employees reporting to them, as well as on those being considered for a position within their work unit). *Retention and Disposal Standards:* Under development. *TBS Registration:* 003546 *Bank Number:* CPC PPE 808

Employee Health Record
Description: This information bank contains all recorded case information generated, acquired, or used in the provision of Occupational Health and Rehabilitation Services to Canada Post employees, including first aid treatment and certification documents; occupational fitness assessments; medical reports; consent for release of information; correspondence with physicians; employee health progress notes; correspondence related to acquisition of medical information; functional abilities assessments; work hardening plans; vocational rehabilitation consultants' reports; physical demands analyses; special medical reports concerning exposure to

occupational hazards; records and correspondence regarding referrals and results. Certain non-occupational medical information may also exist on file, for example, fitness and lifestyle evaluations, or information on non work-related medical conditions. *Class of Individuals:* Canada Post employees who have had: injuries and accidents on duty; long-term certified sickness absence; used the Occupational Health Service; or, whose physician(s) has sent information to the Service. *Purpose:* To support Occupational Health and Rehabilitation programs. *Consistent Uses:* The records are used for case management purposes; to assist employees in dealing with Occupational Health and Rehabilitation concerns in order to encourage early recovery from given conditions via meaningful intervention, health education and counselling; to authorize leave and benefits related to work-related injuries and illnesses (physician's certificates are attached to Payroll & Attendance, CPC PPE 815); to assist employees who are subject to certain occupational risks or with identified illnesses or disabilities to be able to continue to work and to provide health promotion programs which emphasize healthy lifestyle activities. The records also facilitate the study and correction of workplace conditions that contribute to illness and injury, such as the development of preventive programs based on the incidence of certain illnesses and injuries. Composite information may be used in epidemiological studies. *Retention and Disposal Standards:* Records are retained for a period of 100 years after termination from CPC. *TBS Registration:* 003158 *Bank Number:* CPC PPE 840

Employee Involvement Program

Description: This bank contains such records as job titles, reports on cost-saving measures, evaluation reports and recognition granted (including cash awards). Limited personal information also exists in computerized form in the Employee Involvement Program (E.I.P.) system. Data elements include name, social insurance number, employee classification, suggestion number and subject. The Social Insurance Number will continue to be used as an employee identifier until such time as it can be replaced by a CPC employee numbering system. Individuals seeking access to this bank should specify the suggestion number, date and location. *Class of Individuals:* Canada Post employees who have submitted suggestions. (Note that safe driving awards are stored in Fleet Management, CPC PPE 825, and that payment records regarding awards also are stored in Accounts Payable, CPC PPE 820). *Purpose:* The purpose of this bank is to support the Employee Involvement Program. *Consistent Uses:* The records are used to promote, help identify and recognize valuable suggestions made by Canada Post employees. (Notices regarding awards may be permanently attached to the Employee Personal File, CPC PPE 802, and/or to the Human Resource Information System, CPC PPE 804). Lists of suggestions are distributed to managers for possible application in their respective areas of responsibility. The computer system is used to control the processing of suggestions and the giving of awards, when appropriate. Limited personal information about award winners may be disclosed to the general public via poster displays, the news media and the Corporation's publications. *Retention and Disposal Standards:* Records are retained for seven years after the fiscal year of last administrative use and then destroyed. *TBS Registration:* 001351 *Bank Number:* CPC PPE 807

Employee Personal File

Description: This bank contains letters of offer, staffing transaction reports, rates of pay and entitlements, terms and conditions of employment for management and exempt employees, previous employment history, performance and acting pay, official language status, disciplinary records, as well as summaries and notations regarding more detailed records described in certain other employee information banks. Certain records on employees also exist in automated form. Where applicable, the Employee Personal File also includes notices of disciplinary action and related correspondence. Summaries of other employee records stored in the Employee Personal File include: Staffing and Employment (CPC PPE 801); Human Resource Information System (CPC PPE 804); Employee Career File (CPC PPE 808); Payroll, Benefits and Attendance (CPC PPE 815); and, where applicable, Training (CPC PPE 805); Relocation (CPC PPE 816); Employee Involvement (CPC PPE 807); Automotive Services (CPC PPE 825); Security Clearances (CPC PPE 821); Reliability Checks (CPC PPE 822); Employee Health Record (CPC PPE 840); and, Worker's Compensation Board Claims (CPC PPE 845). Depending on the size and functions of the Canada Post office or facility, certain of the above categories of records may be stored in distinct records systems. Separate bank descriptions allow for distinct records systems, where necessary, and also facilitate selective access by employees to their files. The records are combined when the administrative need arises (for example, upon transfer or termination). Note that certain records on Canada Post employees are stored apart from the Employee Personal File as a matter of policy, for example, detailed occupational health and safety and security clearance information, as well as Grievances & Arbitrations, Employee Assistance, Human Rights, Employment Equity, Special Services and Conflict of Interest (CPC PPE 821, 840, 813, 811, 809, 810, 812 and 814, respectively); and that managers may retain indices and duplicate administrative records concerning staff over which they exercise line or functional control. Individuals seeking access to this bank should specify position title and employment location and dates. Note that the above-identified bank descriptions covering specific categories of records facilitate more selective access. *Class of Individuals:* All existing and recently terminated Canada Post employees. *Purpose:* The purpose of this bank is to support the compensation and benefits function, to facilitate co-ordination among a variety of personnel functions, and to retain records of enduring value related to each. *Consistent Uses:* The records are

used to ensure appropriate salaries, deductions and contributions (see also Payroll and Attendance [CPC PPE 815]) and to provide authorized benefits and counselling related thereto; to support and authenticate decisions relating to appointments, transfers, awards, promotions, discipline, demotions, termination of employment and superannuation; to facilitate and co-ordinate among certain personnel functions, namely compensation and benefits human resource planning and development, executive development, training, relocation, employee involvement, automotive services, occupational health, safety and environment, and security clearances; for research purposes (e.g., salary and benefits level comparisons with other firms in the industry, career management, organization improvement, applied personnel research); and to verify employment references. Certain information is disclosed to third parties, as detailed in the above-referenced personal information bank descriptions (notably Payroll and Attendance). In addition, some information is disclosed to unions relating to new members or change of employment status. *Retention and Disposal Standards:* Records are retained for the duration of employment with Canada Post. (Notices of disciplinary action are retained in accordance with collective agreements and garnishment records are retained for two years after settlement and then destroyed). Two years after year of separation, records are transferred to National Archives of Canada and destroyed when the employee reaches the age of eighty (provided two years have elapsed since last administrative use). If the records are judged by the National Archivist to be of historical/archival value, they are retained permanently. *PAC Number:* 88-007 *TBS Registration:* 001346 *Bank Number:* CPC PPE 802

Employment Equity
Description: This bank contains hardcopy and computerized Employment Equity data about employees including such characteristics as sex, race and disability. This bank also contains the employees identification number. Individuals seeking access to this bank should provide their full name. *Class of Individuals:* Employees who have responded to the Employment Equity self-identification questionnaire. The information obtained by the questionnaire is segregated by designated groups: women, visible minorities, persons with disabilities and aboriginal peoples. *Purpose:* The purpose of this bank is to develop a database to support the Corporation's employment Equity program, to help ensure the equitable representation of designated groups in Canada Post and to meet the reporting requirements of the Employment Equity Act. *Consistent Uses:* The records are used to compile profiles of employee groups and to compare the situation of designated group members with non-designated group members within the Corporation and the general labour market. The statistical data is used to determine designated groups' representation by geographical location, salary and group within Canada Post and, where underrepresented, to identify appropriate policy and programs to rectify the situation. The Employment Equity data is also utilized on a yearly basis to provide the Annual Report to Human Resources Development Canada. *Retention and Disposal Standards:* Paper records are retained for three years after their use to compile reports to Parliament. A retention schedule for the electronic records is under development. *PAC Number:* 88-007 *TBS Registration:* 001353 *Bank Number:* CPC PPE 810

Financial Accountability Cases
Description: This bank includes such information as job titles, work locations, occasional credit reports, investigation reports on losses, statements by persons involved, legal advice concerning disposition of cases, the decisions of the committees and follow-up information (for example, concerning collection, payment, prosecution, garnishment, other legal proceedings). (Note that legal documents are stored in Employee Personal File, CPC PPE 802 and/or Payroll, Benefits and Attendance, CPC PPE 815 and Legal Affairs, CPC PPE 827). *Class of Individuals:* Canada Post employees, agents, contractors and others involved in actual or suspected losses of financial assets. *Purpose:* The purpose of this bank is to support committees on financial accountability, which review financial losses incurred by the Corporation, and to facilitate the collection of accounts due to the Corporation. *Consistent Uses:* The records in the bank are used to help correct situations that have led to financial losses within Canada Post, both in terms of recovering funds and preventing future losses. *Retention and Disposal Standards:* Records are retained for six fiscal years after the year of recovery or write-off of the debt or loss. Disposal of related records in the above-noted information banks is governed by the retention schedule for those banks. *PAC Number:* 88-007 *TBS Registration:* 001763 *Bank Number:* CPC PPE 818

Fleet Management
Description: This bank contains such records as vehicle operator declarations, information supporting provincial and Canada Post Corporation Operators' permits, factual statements regarding medical restrictions on driving vehicles, safe driving awards, accident histories and reports, preventability assessments, training undertaken and copies of claims for damages, settlement transactions and other correspondence about accidents involving Corporation-owned and leased motor vehicles. Certain information exists in automated form. (Note that the greater proportion of records on motor vehicle accidents involving claims are stored in Risk Management Claims, CPC PPE 819). Individuals seeking access to this bank should specify CPC vehicle operator permit number and, if applicable, such accident details as location and date. *Class of Individuals:* Drivers of Canada Post vehicles. *Purpose:* The purpose of this bank is to support the efficient and safe use of vehicles. *Consistent Uses:* Consistent uses for the records are to validate provincial and Canada Post Corporation permits and maintain a record thereof; to help determine liability for and the preventability of motor vehicle accidents and to help

reach damage settlements with third parties; to grant safe driver awards; and to identify and provide for training needs and other preventative measures. (Notations concerning training undertaken and preventability assessments may be attached to the Employee Personal File, CPC PPE 802). Identifying information is provided to provincial transportation departments with the full knowledge of the individual concerned, to obtain driving records (for example, demerit points, license suspensions). *Retention and Disposal Standards:* Vehicle operator histories (which include a summary of training taken) are retained for two years after an individual ceases to be an operator and then destroyed. Test scores are retained in accordance with the requirements of various collective agreements, but for a minimum of two years. Accident reports, preventability assessments and copies of claims settlement records are retained for six years after last administrative use. *PAC Number:* 88-007 *TBS Registration:* 002011 *Bank Number:* CPC PPE 825

Grievances and Arbitrations
Description: This bank contains such information as presentations by employees and bargaining unit representatives, receipt notices and replies by management, testimony by witnesses, legal opinions, investigation and analysis reports, job descriptions (for classification grievances) and decisions and statements by arbitrators, the Canada Labour Relations Board and the Federal Court and related correspondence. Certain information exists in automated form, in the Labour Relations Grievance and Jurisprudence Information Systems (LRGIS and LRJIS, respectively). LRGIS contains such data as grievor name, the location, level and subject of the grievance, dates, and other information relating to its processing. LRJIS contains summaries of arbitration cases, such as grievor name and type of grievance, decision grounds and arbitrator's comments. This bank also contains the Social Insurance Number, which will continue to be used as an employee identifier until such time as it can be replaced by a CPC employee numbering system. Individuals seeking access to records in this bank should specify their name, bargaining unit and the grievance/arbitration number or other particulars, such as date, location and subject matter. *Class of Individuals:* Individual grievances submitted by certified bargaining units, or by Canada Post Corporation, who have alleged a violation of a collective agreement. *Purpose:* The purpose of this bank is to support the resolution of grievances related to the interpretation of collective agreements. *Consistent Uses:* The records in it are used to process and resolve collective agreement interpretation grievances through all levels in the grievance process, including referrals to divisional headquarters, corporate head office, arbitration, the Canada Labour Relations Board, or the Federal Court; for research purposes, such as trend and subject analyses; to inform senior management of landmark cases and of growing or recurring labour relations problems; and to train and educate Labour Relations officers. LRGIS facilitates the processing of grievances and generates reports used in collective bargaining. LRJIS provides management with ready access to arbitration summaries (which are largely a matter of public record). *Retention and Disposal Standards:* Records are retained for three years after resolution or withdrawal unless the case goes to arbitration, in which case the records are retained for 21 years after the year of decision or withdrawal. A sample of grievance/arbitration records is also transferred to the National Archives of Canada. If they are judged by the National Archivist to have historical/archival value, they are retained permanently. If the records are judged to have jurisprudential value, publicly available summaries are retained (in LRJIS) for fifteen years. *PAC Number:* 88-007 *TBS Registration:* 001356 *Bank Number:* CPC PPE 813

Heritage Club
Description: The Heritage Club Database System contains records such as: name, membership number by chapter, home address and telephone number, service entry and retirement dates, award distribution and, in the case of long-service employees, employee identification numbers. *Class of Individuals:* Former employees with a minimum 10 years service and long- service employees (25 years or more) are eligible for membership. *Purpose:* The Heritage Club is a Canada Post Corporation recognition program that also provides a means of friendly association and community service among former and long-service employees. *Consistent Uses:* Heritage Club records are grouped into 31 chapters across Canada and are used to: provide commemorating gifts after the appropriate number of years of service and at retirement; to organize social functions such as banquets; and to support community and worthwhile corporate programs, such as the National Letter Writing Competition, Letters to Santa Claus, Scholarship, etc. Taxable benefits are reported to Payroll Operations, for inclusion on Revenue Canada — Taxation T-4 slips. *Retention and Disposal Standards:* Taxable benefit records are retained six years after the last financial transaction. A schedule for the Heritage Program Database System is under development. *TBS Registration:* 002989 *Bank Number:* CPC PPE 830

Human Resource Information System (HRIS)
Description: This computerized bank supersedes the previous system of the same title (old HRIS), as well as Personnel Database (CPC PPE 803). It contains such information as Canada Post start date and years of Canada Post service, public service start date, pensionable service base date and years of pensionable service, employee identification number, birthdate, sex, home address and telephone number, emergency contact, employee type (full-time, part-time, term, casual, etc.), position title and number, official language status, exclusion code, length of work week, base salary, work unit, location and telephone number, bilingual capability, security clearance level, performance appraisal results, appointment history, termination date and reason. The social insurance number is collected and used for non-statutory purposes, until such time as it can be

replaced for these purposes by the employee identification number *Class of Individuals:* There are records and data on all existing CPC employees, whether regular, term, casual, full-time or part-time; as well as on former employees terminated since 1985. *Purpose:* To support the compensation and benefits of all CPC employees. *Consistent Uses:* The records are used: in support of such personnel functions as organizational design, staffing, reliability checks, compensation and benefits, payroll and attendance, human resource planning and development, performance evaluations, training, occupational health and safety, travel and relocation, employment equity, labour relations, discipline, demotion and termination; to facilitate the supervision of employees (supervisors contribute and will have access to certain data on those employees reporting to them, as well as on those being considered for a position within their work unit); to conduct corporate surveys and mail corporate publications; to produce management reports (e.g., regarding official languages, human rights and employment equity, labour supply/demand forecasts); and for other research purposes (e.g., industrial relations research, organizational studies, inter-firm comparisons, trend analyses). Limited information is provided to benefit carriers (e.g., insurance companies) to validate and administer employee claims; to other agents under strict security (e.g., employee surveys); and to collective bargaining agents for dues check-off purposes. *Retention and Disposal Standards:* Disposal of data related to the various programs supported by HRIS are governed by the retention schedules applicable to their pertinent banks. *PAC Number:* 88-007 *TBS Registration:* 001348 *Bank Number:* CPC PPE 804

Human Rights
Description: This bank contains confidential letters of complaint and interview notes with complainants, those alleged to have harassed or discriminated against the complainant and witness statements, as well as investigation and analysis reports and records of decisions taken. Background information varies with the complaint, but could include grievances, medical reports and correspondence. Individuals seeking access to this bank should specify the name of the complainant and the location and date of the incident/complaint. *Class of Individuals:* Individuals submitting discrimination complaints and individuals alleged to have harassed or discriminated against complainants. *Purpose:* The purpose of this bank is to support the resolution of the allegations of discrimination based on prescribed grounds set out in the Canada Human Rights Act. *Consistent Uses:* The records in it are used to help determine whether or not harassment or discrimination has occurred. (Note that records of complaints are not stored on the complainant's Employee Personal File, CPC PPE 802); and to recommend and support management decisions on the transfer and discipline of employees or other corrective action (e.g., when the source of the complaint is a Canada Post policy or procedure). Individuals found to have harassed or discriminated may have a disciplinary notice to that effect placed on their Employee Personal File. Information may be disclosed in confidence to relevant Corporation officials and to the Canadian Human Rights Commission, to facilitate resolution of complaint. *Retention and Disposal Standards:* Records are retained for two years after the calendar year of last administrative use, which is usually resolution of the complaint. *PAC Number:* 88-007 *TBS Registration:* 001352 *Bank Number:* CPC PPE 809

Investigative Body Requests — Employees
Description: This bank contains requests made by investigative bodies, as well as records of disclosure (if the request is granted), occasional legal opinions and related material. Individuals seeking access to this bank should provide their full name and address. *Class of Individuals:* Individuals who are the subject of, or party to, lawful investigations. *Purpose:* The purpose of this bank is to ensure that requests by law enforcement agencies for personal information held by Canada Post are properly authorized. *Consistent Uses:* The records in it are used to monitor the information requested by and/or provided to law enforcement agencies, and to ensure compliance with the Privacy Act, the Canada Post Corporation Act and corporate policy. The records may be viewed by the Privacy Commissioner or delegate, when investigating complaints. *Retention and Disposal Standards:* Records in this bank are retained for two years after the year of their last administrative use (which is normally the decision to grant or refuse the request, or the processing of subsequent requests or complaints relating to the original request), and are then destroyed. *TBS Registration:* 001342 *Bank Number:* CPC PPE 829

Legal Affairs
Description: This bank contains information relating to potential and actual claims by or against the Corporation, contracts and agreements, arbitrations, memoranda, opinions and advice and other legal matters involving the Corporation. Note that copies of opinions and other legal documents may also be stored in other personal information banks. *Class of Individuals:* Individuals involved in legal matters. *Purpose:* The purpose of this bank is to provide a record of legal opinions and advice to, as well as representation on behalf of, the Corporation. *Consistent Uses:* The records are used to provide legal opinions and advice to the Corporation and for representing the Corporation and protecting its interests. *Retention and Disposal Standards:* Records are retained for ten years after the year of termination of contact or disposal of the property and then destroyed. Claims by or against the Corporation, labour arbitrations and related legal matters are retained for twenty-one years after the year of settlement. Memoranda (citing authority), opinions and advice are retained 100 years after case closed. *TBS Registration:* 002078 *Bank Number:* CPC PPE 827

National Time & Attendance System

Description: This computerized bank contains, in report form, such information as employee name, employee identification number, hours worked and work station movement during a scheduled shift, overtime hours, shift premiums, work breaks, shift schedules, scheduled leave or rest days off, and unscheduled absences. Note that some hard copy information may be located in the Payroll & Attendance information bank (CPC-PPE-815). *Class of Individuals:* All existing or recently terminated employees presently or formerly assigned to a National Time & Attendance site. *Purpose:* The purpose of this information bank is to capture time and leave information at the NTA sites to monitor employees' work station movement during shifts and obtain a breakdown of labour distribution within each facility. *Consistent Uses:* The records are used to confirm employee pay and related entitlements, determine labour distribution patterns per shift within each NTA facility, schedule regular and casual employees, conduct audits, and compile statistics. On-line data is maintained for a total of sixteen weeks, after which it is archived on magnetic tape. Employees seeking access to this bank are requested to provide their employee identification number, work location, and to specify the time period for which the data is sought. *Retention and Disposal Standards:* Records will be retained for a minimum two-year period. *TBS Registration:* 003547 *Bank Number:* CPC PPE 831

Northern Services

Description: Hard copy records include birth/marriage certificates; isolated post allowance, school acceptance and common law declarations; official native status certificates; travel entitlement and claim documents; and attendance records. Automated data includes name, employee ID number, marital status, birthdate, home address, attendance, leave, salary and travel data, bergaining unit, office profile, position data, dependent profiles, isolated post allowance and other special entitlements. Data on new employees is obtained from CPC's Human Resource Information System (CPC PPE 804); and shared with Disbursements (see Accounts Payable, CPC PPE 820) and Payroll Operations (See Payroll, Benefits & Attendance CPC PPE 815). *Class of Individuals:* Approximately 300 Northern Services employees and their dependants. *Purpose:* To support the compensation of Northern Services employees. *Consistent Uses:* To determine and administer the isolated post allowances of Northern Services employees (a taxable benefit), including their families' travel expenses; to verify appointment data; to maintain duty rosters; to monitor attendance and travel expenses; to conduct mailings of unique interest to Northern Services employees; and, to respond to enquiries. *Retention and Disposal Standards:* Records will be retained for a minimum two-year period following termination. *TBS Registration:* 003548 *Bank Number:* CPC PPE 832

Official Languages Complaints

Description: This bank contains records documenting the nature, extent, scope and location of official languages complaints, as well as the results of complaint investigations and resolution. Note that the identity of complainants is often protected by section 60 of the Official Languages Act throughout the investigation process. Therefore, unless complainants agree to reveal their identity or complaints are directly received by CPC, the records are anonymous in nature. *Class of Individuals:* Employees who file complaints either directly with CPC or with the Commissioner of Official Languages (excludes official languages issues handled through Customer Service). *Purpose:* The purpose of this bank is to support the investigation and resolution of complaints submitted by employees under the Official Languages Act and to retain an audit trail of actions taken. *Consistent Uses:* The records are used to report to external agencies responsible for the administration of the Official Languages Act and related regulations. They may also be disclosed to the Federal Court or other authorized third parties to facilitate the resolution of complaints, grievances or court action. *Retention and Disposal Standards:* Under development. *TBS Registration:* 003932 *Bank Number:* CPC PPE 853

Parking

Description: This bank contains permit applications for parking, and related correspondence about parking of motor vehicles on property owned or leased by Canada Post. Records of transactions also exist in automated form. Individuals seeking access to this bank should specify employment location and dates. *Class of Individuals:* Canada Post employees and contractors who have applied for or received CPC parking permits. *Purpose:* The purpose of this bank is to support the control of parking at certain Canada Post facilities. *Consistent Uses:* The records are used to control the issue and revocation of parking permits and the prosecution of parking violators (by the RCMP). The records also may be used to help co-ordinate car pools. Note that certain records are beyond CPC control as many employees have personal contracts with private parking lot operators. *Retention and Disposal Standards:* The records are retained for two years after the fiscal year of expiry of the permit, and then destroyed. *TBS Registration:* 001359 *Bank Number:* CPC PPE 817

Payroll, Benefits & Attendance

Description: This bank contains such records as letters of authorization (for example, performance pay, bilingual bonus, acting pay, employment insurance exemptions), registration forms (for example, staffing forms, group surgical-medical and insurance plan applications), TD1, T4 and other tax deduction information, union dues, health insurance and Canada Pension Plan deductions, savings plan and deposit instructions, rebates, records of fines, suspensions, time cards, absence reports, physicians' certificates and other attendance and leave forms, year-to-date earnings statements and, if

applicable, records related to allowances, incentives, perquisites, overpayments, garnishment and termination. Other supporting documentation includes copies of birth certificates,physicians' certificates associated with sick leave, marriage/separation/divorce papers, next of kin in case of emergency, powers of attorney and estate records such as the names of beneficiaries. Certain information exists in automated form, in Comcheq computer systems and in the following Canada Post systems: Head Office Leave and Attendance; the National Overpayment System; Pay System; and Admail Pay System. (Note that copies of authorization, registration forms, TD1 information and records relating to allowances, incentives, perquisites, garnishments and termination are also stored in the Employee Personal File, CPC PPE 802). This bank also contains the Social Insurance Number, which is obtained for the purpose of reporting to such statutory agencies as Revenue Canada and Human Resources Development Canada. Employees seeking access to this bank should specify employment location and dates of interest, as well as whether specific payroll records are required and whether attendance or pay or insurance information is required. *Class of Individuals:* All existing and recently terminated Canada Post Corporation employees, as well as Admail workers. *Purpose:* The purpose of this bank is to support the attendance and leave function and the payment of salaries and financial benefits to employees. *Consistent Uses:* The records are used to provide information necessary for all salary and benefits administration and payroll functions for Canada Post Corporation — for example, to calculate pay, to issue cheques, to make deposits for employees and to respond to employees' pay enquiries; to enable the audit and reconciliation of payroll accounts (such as to settle overpayments, to collect debts owed the Corporation, and to enforce orders of garnishments); and provide other payroll and attendance data to management for pay/benefits costing and productivity analyses, for collective bargaining purposes, for budgeting, etc. Information is shared with Government Services Canada (to pension administration), with Revenue Canada (Taxation) (re: income and deductions), with provincial workers' compensation boards and with provincial health insurance agencies and group medical insurers. Information is also disclosed to Human Resources Development Canada, notably with regard to terminated employees, in accordance with the Employment Insurance Act and Regulations. The records are also used to assist in the processing of disability and workers' compensation claims and pay related employee complaints and grievances (CPC PPE 813). *Retention and Disposal Standards:* Attendance Records are retained for three fiscal years after fiscal year of submission. Annual attendance records and other payroll records are retained for the duration of employment with Canada Post. Two years after year of separtion, these records are transferred to National Archives of Canada and destroyed when the employee reaches age eighty (provided two years have elapsed since last administrative use). Data in the Head Office Leave and Attendance System is retained for three years. Year-end Canadian Postmasters and Assistants Association data files are retained for two years. Data in the National Overpayment System are retained for six years after last administrative use. *PAC Number:* 88-007 *TBS Registration:* 002010 *Bank Number:* CPC PPE 815

Postal-Related Crimes/Offences

Description: This bank contains information gathered during investigations and details of the crime(s) committed. For example, information on employees involves such offences as theft of mail or embezzlement. Information on members of the general public involves national or international crimes, burglary of post offices and street box equipment, forgery of money orders, theft of mail, the illegal transportation of explosives and other dangerous substances and mail vehicle robberies. In addition, intelligence is collected regarding individuals or firms suspected of using the mails for an illegal purpose. This bank also contains the Social Insurance Number, which will continue to be used as an employee identifier until such time as it can be replaced by a CPC employee numbering system. *Class of Individuals:* Canada Post employees, contractors and members of the general public who are suspected or known to be involved in the above-noted postal related crimes/offences as defined by the Canada Post Corporation Act and Regulations, as well as Criminal Code offences involving the mail. *Purpose:* The purpose of this bank is to help solve and reduce postal related crimes and offences, and to provide for the security of the officers and employees of the Corporation, the property of the Corporation, and anything in the course of post. *Consistent Uses:* The records in it are used to support investigative and intelligence activities designed to solve or reduce crimes against Canada Post Corporation. Certain information may be shared with the security branches of other postal administrations, other federal investigative bodies, police agencies and, where warranted, with the Department of Justice for possible prosecution. *Retention and Disposal Standards:* Records are retained for ten years after completion of the investigation or judicial or quasi-judicial proceedings and then destroyed. Records of proceedings dealt with under subsection 41 of the Canada Post Corporation Act, when a prohibitory order has been issued, are retained for three years after the year the order ceases to have effect, and then transferred to the National Archives of Canada. If the records are judged by the National Archivist to be of historical/archival value, they are retained permanently. *PAC Number:* 88-007 *TBS Registration:* 001365 *Bank Number:* CPC PPE 824

Postmark Awards

Description: This bank contains such records as nomination forms for various Golden and Silver Postmark awards, and records related to their processing. Types of personal information collected includes name, work location, home address and phone number, and information supporting the nomination. This bank also contains the social insurance numbers of award winners,

as, by law, taxable benefits must be reported to Revenue Canada-Taxation. These are reported to Finance for the completion of T-4 statements. *Class of Individuals:* Employees and ex-employees who have been nominated in any of the award categories, including commitment to service standards, outstanding customer service, business growth, personal merit, volunteer services, heritage club involvement and leadership. (Note that: safe driving awards are contained in Fleet Management/CPC PPE 825; long service awards are contained in Heritage Club/CPC PPE 830; employee suggestion awards are contained in Employee Involvement Program/CPC PPE 807; and, attendance recognition awards are contained in Employee Personal File/CPC PPE 802). *Purpose:* To recognize and honour the exceptional achievements of CPC employees. *Consistent Uses:* Nominations are acknowledged and facts verified prior to their submission to divisional selection committees. These committees apply selection criteria to choose winners in each category. Award winners may be identified in internal and external communications and posters (with their consent). The fact of winning an award may also be attached to the employee's personal file or to his or her Human Resource Information System file (No. PPE 804). *Retention and Disposal Standards:* Rejected nominations and related documentation are destroyed immediately after winner's selection. Winning nominations and related documentation, including Postmark Awards Automated System data, are retained six years after presentation of the award. *TBS Registration:* 003160 *Bank Number:* CPC PPE 850

Privacy Act Requests/Complaints
Description: This bank contains the request forms submitted by individuals seeking access to their files, the replies to such requests and information related to their processing, including exempt material and legal opinions. It also includes records of complaints to the Privacy Commissioner of Canada and their resolution, informal complaints, exceptional third party requests and other issues referred to privacy coordination staff for advice or decision. This bank also contains the Social Insurance Number of some applicants, only because the old Treasury Board request forms used by applicants contained a Social Insurance Number field. Individuals seeking access to this bank should specify the approximate date(s) of the request(s) concerned. *Class of Individuals:* Canada Post employees, contractors, customers and other individuals who have submitted formal access, correction/notation requests, or internal requests for advice under the Privacy Act to the Corporate Privacy Co-ordinator or complaints to the Privacy Commission; or who are the subject of exceptional third party requests. *Purpose:* The purpose of this bank is to support the processing of requests and complaints submitted by individuals under the Privacy Act, and to retain an audit trail of actions taken. *Consistent Uses:* The records in it are used to process access, correction and notation requests; to respond to Privacy Commission complaints, and to report annually to Parliament on their disposition. Annotations regarding exemptions, corrections and disclosures to third parties may be attached to the records requested. Records may be disclosed to the Privacy Commissioner and to the Federal Court, to facilitate the resolution of complaints or court actions. *Retention and Disposal Standards:* Records are retained for two years after the year of last administrative use (which is normally the provision of records requested under the Privacy Act, the processing of correction or notation requests or the resolution of complaints), and then destroyed. *TBS Registration:* 001366 *Bank Number:* CPC PPE 828

Reliability Checks
Description: This bank contains criminal record name checks and if applicable, fingerprints, criminal records, recommendations, decisions, appeals and related correspondence. Limited information exist in automated form as a data element of the Human Resource Information System (CPC PPE 804). Individuals seeking access to this bank should specify employment location and dates. *Class of Individuals:* Prospective and existing Canada Post employees and contractors who do not have security clearances, but who require reliability checks because of their ready access to mail, cash and other valuable assets. *Purpose:* The purpose of this bank is to help ensure the security of Canada Post employees and property and anything in the course of post. *Consistent Uses:* The records are used to help determine an individual's reliability. Identifying information is disclosed to the RCMP, in order to determine whether individuals have criminal records. *Retention and Disposal Standards:* Records are retained for two years after the year the check is completed, and then destroyed. If notified that a pardon has been granted, the criminal records in question are destroyed immediately. *PAC Number:* 88-007 *TBS Registration:* 001363 *Bank Number:* CPC PPE 822

Relocation
Description: This bank contains such records as letters of offer, authorization, advances, claims supplier payments, receipts and correspondence about relocation and, where applicable, records of real estate transactions. Expense data also exists in automated form in the Relocation Sub-Ledger System. (Note that payment records also are stored in Accounts Payable, CPC PPE 820.) This bank also contains the Social Insurance Number where pre-1993/94 files are concerned. Individuals seeking access to this bank should specify the locations involved and the approximate dates. *Class of Individuals:* Canada Post employees who have been relocated, as well as on new employees who move to take up Canada Post positions. *Purpose:* The purpose of this bank is to support the relocation of employees. *Consistent Uses:* The records are used to administer the relocation function, involving authorizations, advances, claims and payments; and for budgeting, audit and research purposes. Information may be disclosed with full knowledge of the individuals concerned to relocation firms

and moving companies and to lawyers acting for either party, to facilitate the relocation. ***Retention and Disposal Standards:*** Records are retained for six fiscal years after the year of the last financial transaction. Housing subsidy case files are retained for six fiscal years after the end of the housing subsidy. Relocation sub-ledger system records are destroyed six fiscal years after receipt and verification of input data. ***TBS Registration:*** 001358 ***Bank Number:*** CPC PPE 816

Risk Management Claims
Description: This bank contains records regarding claims for damages involving property, liability and automobile accidents, legal opinions, settlement transactions and other correspondence related to motor vehicles, and other accidents involving third parties. The records contain information on the parties involved, their insurers (if applicable) and the nature of the injury or loss (e.g., lost employment or salary). The records also concern losses due to fire and such crimes as robbery, break and enter and vandalism. Limited information exists in automated form, in the Risk Management Information System. Data elements include the names of the employee and claimant, the type of loss and settlement cost. Note that payment records are also stored in Accounts Payable, CPC PPE 820; that vehicle driver records (including records of accidents not involving third party claims) are stored in Automotive Services (CPC PPE 825); that workers' compensation board claims are stored in Worker's Compensation Board Claims (CPC PPE 845); and that claims involving delayed, lost or damaged mail are stored in Customer Service (CPC PPU 030). Individuals seeking access to this bank should specify details such as incident location and date. ***Class of Individuals:*** Canada Post employees involved in claims, such as drivers of Corporation vehicles and letter carriers, as well as on third parties making claims or from whom the Corporation is seeking damages. (See also Financial Accountability Cases, CPC PPE 818, CPC PPU 065). ***Purpose:*** The purpose of this bank is to support the resolution of Corporation and third party claims. ***Consistent Uses:*** Records are used to determine liability for motor vehicle, fire and other accidents involving third parties; to approve damage settlements, such as payments by and to the Corporation (as postal vehicles are insured, claims are handled by outside adjusters); to support claims by Canada Post against insurance policies in force; and to facilitate loss control and other measures to prevent recurrences. Note that certain information may be provided to insurance companies, lawyers acting on behalf of either party and the police, to facilitate resolution of the claim. ***Retention and Disposal Standards:*** Records are retained for six years after the fiscal year during which the claim by or against the Corporation is settled, unless a minor was involved, in which case the records are retained for six fiscal years after the minor's age of majority (varies from province to province). ***PAC Number:*** 88-007 ***TBS Registration:*** 001360 ***Bank Number:*** CPC PPE 819

Scholarship Program
Description: This bank contains such records as application forms, awards, and related correspondence. Personal information collected includes home and school addresses and telephone numbers, samples of work, letters of recommendation, educational transcripts, and proof of university registration. A limited amount of personal information exists in automated form. Social insurance numbers are collected from winning candidates as, by law, scholarship data must be reported to Revenue Canada-Taxation. These are reported to Finance for the completion of T-4 statements. ***Class of Individuals:*** Children of regular full and part-time employees who have submitted applications. ***Purpose:*** To support the administration of a scholarship program for the children of CPC employees. ***Consistent Uses:*** Applications are evaluated on the basis of academic achievements and leadership qualities as demonstrated through school and/or community involvement. Divisional selection committees choose the winning candidates, who are thereby notified by the program manager. After the award of a scholarship and prior to the emittance of a cheque, the candidate's SIN and proof of university registration are collected. As a condition of renewal of the scholarship, an official transcript and proof of registration for the following year are required. Scholarship winners and/or their parents may be publicized, mainly for internal communication purposes. ***Retention and Disposal Standards:*** Unsuccessful applications are retained for three years after the year of the scholarship award decision. Successful scholarship records are retained for six fiscal years after the year the scholarship is awarded. Scholarship program database records are retained for six fiscal years after receipt and verification of input data. ***TBS Registration:*** 003157 ***Bank Number:*** CPC PPE 835

Security Clearances
Description: This bank contains such records as personal history forms, criminal record name checks and, if applicable, fingerprints, criminal records, summaries of RCMP and Canadian Security Intelligence Service (CSIS) investigations adverse findings, appeals, updates, cancellations, pardons and related correspondence. Limited information may exist in automated form as data elements of the Human Resource Information System (CPC PPE 804). Data elements include name, clearance level granted versus level required for the position and whether it is due for renewal. Individuals seeking access to this bank should specify employment location and dates. ***Class of Individuals:*** Canada Post employees and contractors who occupy or are about to occupy positions involving access to financial and other assets and sensitive information and systems. ***Purpose:*** The purpose of this bank is to help determine the suitability of employees and contractors being considered for, or in, security-risk positions. ***Consistent Uses:*** The records in it are used to determine the level of security clearance; and to support decisions on transfers, promotions and termination of employment. Monthly computer printouts are used to ensure the security clearance level of

individuals is adequate for the positions they occupy. A notation of level of clearance may be attached to the Employee Personal File (CPC PPE 802). Details of RCMP and CSIS investigations that may have taken place are stored in those agencies' security clearance banks. *Retention and Disposal Standards:* Paper records are retained for two years after termination of employment or contract and then destroyed. If notified that a pardon has been granted, the criminal records in question are destroyed immediately. *TBS Registration:* 001362 *Bank Number:* CPC PPE 821

Special Services

Description: This bank contains personal information compiled during the handling of sensitive personnel issues including assessments of the problem, alternative solutions, recommendations and the eventual decision, such as continuation, discipline, redeployment, demotion or separation. (Note that payment records are also stored in Accounts Payable, CPC PPE 820). *Class of Individuals:* A small percentage of non-unionized Canada Post employees, namely those referred to Special Services because they are believed to be problem employees or because their positions have been declared redundant. *Purpose:* The purpose of this bank is to support the provision of objective advice to senior management on sensitive cases involving excluded employees. *Consistent Uses:* The records in it are used to ensure that referrals are handled legally, humanely and consistently. Notations of decision taken (without reasons) may be attached to the individual's Employee Personal File (CPC PPE 802). *Retention and Disposal Standards:* Records are retained for 12 years after last administrative use (e.g., resolution of the issue) and then destroyed. *PAC Number:* 88-007 *TBS Registration:* 001355 *Bank Number:* CPC PPE 812

Staffing and Employment

Description: This bank contains such records as solicited and unsolicited job applications, acknowledgement of receipt letters, staffing action requests, job descriptions, salary ranges, selection profiles, competition posters, transfer requests, seniority, surplus, layoff, re-call and eligibility lists, human resources inventory printouts, résumés of work experience and education, reference letters and checks, official languages knowledge examination papers, tests and results, occupational personality profiles, lists of candidates, interview notes and rating board assessments, eligibility lists, offers of employment, notices to candidates of right to appeal, other appeal documents and related correspondence. This bank also contains the Social Insurance Number which will continue to be used as an employee identifier until such time as it can be replaced by a CPC employee numbering system. Individuals seeking access to this bank should specify the competition number and date, if applicable, as well as position title and location. *Class of Individuals:* Individuals who apply for or are hired to fill temporary and permanent positions with Canada Post Corporation. *Purpose:* The purpose of this bank is to support internal staffing and external recruitment activities. *Consistent Uses:* Job applications are screened when vacancies arise. Staffing records are used to provide impartial information to match new and vacant positions to the most qualified candidates (notations of staffing decisions may be stored in the Employee Personal File, CPC PPE 802; in Payroll and Attendance, CPC PPE 815; and in the Human Resource Information System, CPC PPE 804; to assist in succession planning and career development; to provide feedback to candidates regarding their applications and job interviews; and to process complaints, appeals and grievances concerning appointments and promotions (see Grievances, CPC PPE 813). Limited personal information regarding seniority, surplus and layoffs may be posted, as well as provided to collective bargaining agents. Personal information about successful candidates may be disclosed to unsuccessful candidates under strict conditions of confidentiality, to better explain decisions taken. *Retention and Disposal Standards:* Records are retained for two years after last administrative use (which is usually the expiration of the appeal period for competitions), and then destroyed. Layoff/transfer lists are updated continuously and destroyed when superseded. *PAC Number:* 88-007 *TBS Registration:* 001345 *Bank Number:* CPC PPE 801

Supervisory Records

Description: This bank contains working files and notes maintained by some supervisors on employees reporting to them, especially when the employees' official files are maintained off-site. Where files exist, they largely contain convenience copies of records stored in other employee information banks, e.g., leave applications; HRIS print-outs; performance appraisals and awards; accident reports; fitness assessments; attendance, disciplinary and other letters; E-mail print-outs; grievances and replies; and transfer, file and other employee requests and enquiries (see Staffing & Employment CPC PPE 801, Employee Personal File CPC PPE 802, Employee Career File CPC PPE 808, Human Resource Information System CPC PPE 804, Grievances & Arbitrations CPC PPE 813, Payroll, Benefits & Attendance CPC PPE 815, Workers' Compensation Board Claims CPC PPE 845, Employee Health Record CPC PPE 840, Vocational Rehabilitation CPC PPE 851, and Postmark Awards CPC PPE 850). Original documentation could include uniform entitlements, attendance calendars, interview and other notes (including annotated copies) and drafts of letters or reports not yet finalized. To obtain access, employees are encouraged to deal directly with their supervisor. Those submitting formal requests to CPC's privacy coordinator are requested to provide the name and work location of their supervisor(s). *Class of Individuals:* Current or recently terminated CPC employees on whom supervisors retain files. *Purpose:* To support the supervision of employees, especially at remote work sites. These files provide convenient access to both supervisors and their employees. *Consistent Uses:* To monitor attendance, process leave applications, assign work, schedule replacements, document special achievements and

recommend employees for corporate recognition programs, impose discipline, respond to grievances, report injuries, and prepare any other correspondence pertinent to the day-to-day administration of the work unit. *Retention and Disposal Standards:* Under development. *TBS Registration:* 003739 *Bank Number:* CPC PPE 803

Training
Description: This bank contains such records as course applications, authorizations, registrations and evaluations, official languages declarations, examination results and certificates, fee payment records and related correspondence. Information on file includes first official language; work location; training requested, required or taken; and dates of training. Limited training data also exists in the Human Resource Information System (CPC PPE 804). (Note that vehicle driving training records are stored in Automotive Services, CPC PPE 825, and certain fee payment records are stored in Accounts Payable, CPC PPE 820.) This bank also contains the Social Insurance Number, where older records are concerned. Individuals seeking access to this bank should specify position title and employment location and dates, as well as types, locations and dates of training courses taken. *Class of Individuals:* Employees engaged in training programs or taking outside courses sponsored by Canada Post Corporation, such as in management, official languages, marketing and sales, equipment maintenance, encoding and quality control. *Purpose:* The purpose of this bank is to support the training of employees. *Consistent Uses:* The records are used to support the approval, registration, participation and evaluation of employees in training programs (including courses conducted by outside parties), and to certify their achievements; to help carry out needs assessments and prepare skill profiles of positions and their incumbents; to project training requirements, course schedules, instructor workloads and budgetary needs; to support decisions on succession planning, attendance and leave, payroll, entitlements and benefits, expense accounts, transfers, promotions and performance appraisals; and to respond to enquiries by employees, their supervisors and their bargaining agent. Participation, exemption and achievement records may be attached to the Employee Personal File (see CPC PPE 802), while information on employees' needs and achievements may be contained in Human Resource Information System (CPC PPE 804). Note that official languages training information on Canada Post employees is shared with and sometimes created by the Public Service Commission and Treasury Board. *Retention and Disposal Standards:* Most records (authorizations and tests in particular) are destroyed two years after completion of training. Permanent documents (including official language exemptions, language competence tests, certificates and course descriptions), as well as computerized records, are retained for two years after termination of employment. An historical master file is maintained for ten years, for statistical purposes only. *PAC Number:* 88-007 *TBS Registration:* 001349 *Bank Number:* CPC PPE 805

Vocational Rehabilitation
Description: This bank contains records such as referral sheets, occupational fitness assessments, functional abilities evaluations, summaries of medical status, vocational rehabilitation plans and checklists, interview forms, progress notes, recommendation reports, case closure reports, and related correspondence. (Note that some consultative records may also be found in Grievances & Arbitrations, CPC PPE 813, Employee Health Record, CPC PPE 840, and Worker's Compensation Board Claims, CPC PPE 845). *Class of Individuals:* Canada Post Corporation employees who are permanently partially disabled as a result of injury or illness. *Purpose:* To support the reintegration of permanently partially disabled employees. *Consistent Uses:* The records in it are used to develop and implement programs for affected employees, to facilitate communications with those concerned with the employee's case (e.g., treating physicians, medical/nursing consultants, line management) to respond to grievances or complaints, to ensure compliance with the Canada Labour Code, Worker's Compensation legislation and Canadian Human Rights Act, and to conduct follow-ups and audits. *Retention and Disposal Standards:* Records are retained 100 years after the fiscal year of the employee's rehabilitation. *TBS Registration:* 003292 *Bank Number:* CPC PPE 851

Work Refusals
Description: This bank contains records such as documented refusals by employee to work in an unsafe condition or location, investigations reports by CPC and Human Resources Development Canada safety officers, management-employee interview notes and summaries, Human Resources Development Canada decisions, daily information information book entries, records of corrective action taken, and general management correspondence and background material. Some records exist in automated form in the Work Refusals Database. Employees seeking access to this bank are requested to provide details, such as the date and location where they refused to work. *Class of Individuals:* All existing or recently terminated employees of Canada Post who have refused to perform work for safety reasons. *Purpose:* The purpose of this bank is to ensure and promote a safe workplace. *Consistent Uses:* The records are used to evaluate the safety of a specific work location or environment, to conduct fact-finding interviews with the employee(s) concerned, to facilitate the conduct of a CLRB investigation when required, to prepare corporate positions before Human Resources Development Canada safety boards, to implement solutions to safety hazards, and to advise affected employees of identified hazards and the precautions needed to avoid them. *Retention and Disposal Standards:* Under development. *TBS Registration:* 003740 *Bank Number:* CPC PPE 806

Workers' Compensation Board Claims
Description: This bank contains such information as: accident and work injury or illness investigation reports; worker's compensation board claims and associated correspondence and forms; occasional legal opinions; records and correspondence regarding referrals and results. Certain non-medical information may also exist on file, for example, diseases or injuries that are unrelated to work. Certain records also exist in automated form, in the Accident Information Reporting System (AIRS). AIRS contains background data (age, sex, etc.) on injured employees, as well as the location, nature, cause, and severity of the accidents and their associated direct and indirect costs. (Note that accident information involving Corporate vehicles or claims by or against the Corporation unrelated to workers compensation boards are stored in Fleet Management, CPC PPE 825, and Risk Management Claims, CPC PPE 819, respectively). This bank also contains the Social Insurance Number, which will be used as an employee identifier until such time as it can be replaced by a CPC employee numbering system. Individual seeking access to this bank should specify employment location as well as date, location and details of injury or illness. *Class of Individuals:* Canada Post employees who have had injuries and accidents on duty or, who have made accident or worker's compensation board claims. *Purpose:* To support Worker's Compensation Board programs. *Consistent Uses:* The records are used to assist employees in dealing with medical problems and to avoid aggravating given conditions via meaningful intervention, medical education and counselling; to authorize leave and benefits (including WCB paid medical and vocational rehabilitation) related to work-related injuries and illnesses; to facilitate the processing of provincial worker's compensation board claims and the administration of injury-on-duty leave and disability benefits (AIRS supports the resolution of claims and the reconciliation of accounts); to establish conditions under which employees subject to certain occupational risks or with identified illnesses or disabilities are able to continue to work, including reinstatement; to provide health and safety details for accident prevention and health protection purposes; and, to process grievances and appeals related to Occupational Health, Safety and Environment (see Grievances and Arbitration, CPC PPE 813). The records also facilitate the study and correction of workplace conditions that contribute to illness or injury, such as the development of preventive programs based on the incidence of certain illnesses and injuries. Composite information may be used in epidemiological studies. Certain information may be disclosed to provincial workers compensation boards, Human Resources Development Canada, medical practitioners and bargaining unit representatives, to facilitate claims administration. Limited information is disclosed to Transport Canada regarding, for example, chemical spills involving CPC employees. *Retention and Disposal Standards:* Paper records are retained for 100 years after the fiscal year of the last injury. Data In AIRS is transferred to the National Archives of Canada two years after the employee returns to work. *TBS Registration:* 003159 *Bank Number:* CPC PPE 845

Canadian Centre for Management Development

Chapter 16

Central Banks

Departmental Contact Identification System
Description: This information bank may contain basic information on financial contacts and departmental training coordinators with whom the Centre deals in the delivery of its training activities. *Class of Individuals:* Financial contacts and departmental training coordinators. *Purpose:* This information bank exists to establish and maintain a list of contacts in order to forward relevant information regarding the participation of members of their departments on CCMD courses and programs, and to provide them with information for billing purposes. *Consistent Uses:* This information bank provides the information necessary to communicate by mail, telephone or facsimile with financial and departmental training coordinators. *Retention and Disposal Standards:* The files are retained as long as the information is still valid. *TBS Registration:* 003327 *Bank Number:* CMD PCE 703

Particular Banks

EXPERTS Data Base
Description: This database is designed to give easy access to information on the expertise of the people at CCMD. *Class of Individuals:* All CCMD personnel. *Purpose:* The Experts Database can be used to identify areas of expertise and associate them with the names of CCMD staff; and to provide a standard set of key words for the expertise and knowledge areas. *Consistent Uses:* This information bank can be used to assist in the formation of learning networks and project teams and to contribute to the goal of advancing CCMD as a learning organization. *Retention and Disposal Standards:* The database is updated annually and individual records are destroyed when the employee concerned leaves the Centre. *TBS Registration:* 003323 *Bank Number:* CMD PPE 801

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Conflict of Interest and Post-Employment Code

Employee Assistance

Employee Personnel Record

Employment Equity Program

Incentive Awards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Staffing

Training and Development

Travel and Relocation

Canadian Centre for Occupational Health and Safety

Chapter 17

Particular Banks

Conflict of Interest

Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations, investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties. *Class of Individuals:* Departmental employees. *Purpose:* The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest. *Consistent Uses:* To support decisions on transfers, discipline and termination of employment. *Retention and Disposal Standards:* Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed. *PAC Number:* 85-001 *TBS Registration:* 000992 *Bank Number:* OHS PPE 801

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Pay and Benefits

Performance Reviews and Employee Appraisals

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Canadian Commercial Corporation
Chapter 18

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Security Clearances

Staffing

Training and Development

Travel and Relocation

Canadian Cultural Property Export Review Board
Chapter 19

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Employee Personnel Record

Identification and Building-Pass Cards

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Security Clearances

Staffing

Training and Development

Travel and Relocation

Canadian Dairy Commission
Chapter 20

Particular Banks

Employee Personnel Records
Description: This bank is under the control of the Human Resources Office. It provides a summary record of an individual's employment at the CDC. The data include appointment certificates, performance assessments, attendance, leave and overtime records, letters of recommendation, curriculum vitae, development and training courses and other personnel and organizational documents. The bank contains records of all employees in the Administration Support, Administrative and Foreign Service, Scientific and Professional, Technical, and Executive categories. The bank is used to provide information for manpower planning and general personnel management. Employees may access their records by contacting the Human Resources Office. *Class of Individuals:* Employees and former employees of the Commission. *Purpose:* To provide a record of information on employees and former employees relating to their employment with the Commission. *Consistent Uses:* Information may be used for purposes of employment references or group insurance. *Retention and Disposal Standards:* Records of former employees are transferred to the National Archives of Canada two years following termination of employment. *Bank Number:* CDC PPE 801

Canadian Environmental Assessment Agency
Chapter 21

Standard Banks
Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Incentive Awards

Official Languages

Pay and Benefits

Performance Reviews and Employee Appraisals

Staffing

Training and Development

Travel and Relocation

Canadian Film Development Corporation
Chapter 22

Particular Banks

Attendance and Leave
Description: This bank contains absence reports and leave applications, as well as physicians' certificates associated with sick leave, all of which include the individual's social insurance number and correspondence about attendance and leave. While the social insurance number is included on these forms to verify the correct identity of individuals, provision of the social insurance number by data subjects is not mandatory. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems. The information relates to employees of the Corporation. The purpose of this bank is to support administration of employee attendance and leave within government departments and agencies. The information is used to record attendance and authorize leave, to support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism. *Bank Number:* CFD PPE 803

Employee Personnel Record
Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security clearance, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are coordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career resumes and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above. *Class of Individuals:* Employees of the Corporation. *Purpose:* To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation. *Consistent Uses:* To authenticate decisions on staffing, attendance and leave; pay and benefits; training and

development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes. *Retention and Disposal Standards:* Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of National Archives of Canada. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. *PAC Number:* 85-001 *TBS Registration:* 000308 *Bank Number:* CFD PPE 801

Performance Reviews and Employee Appraisals
Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests. The information relates to employees of the Corporation. The purpose of this bank is to maintain information regarding the level of performance of individual employees within government institutions, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation. The information is used to support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment. *Bank Number:* CFD PPE 804

Staffing
Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; lay-off lists; human resources inventory printouts; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.) The information relates to employees of the Corporation. *Bank Number:* CFD PPE 802

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Conflict of Interest and Post-Employment Code

Employment Equity Program

Identification and Building-Pass Cards

Official Languages

Parking

Pay and Benefits

Training and Development

Travel and Relocation

Canadian Heritage
Chapter 23

Particular Banks

Accounts Payable/Employee Accounts
Description: This bank contains authorizations, advances, claims, supplier invoices, travel arrangements and itineraries, correspondence concerning travel, relocation or posting of employees, expense reports, receipts, correspondence and other supporting documents relating to expenses being reimbursed, fees being paid, claims being settled, other payments and cheque requisitions. Records of transactions also exist in automated form in the Accounts Payable Sub-system. Individuals seeking access to this bank should specify whether they are an employee, contractor or claimant and provide details of the payment such as location, type and dates. *Class of Individuals:* Employees claiming travel and hospitality expenses, relocation expenses, education course fees, isolation allowances and membership fees, awards, ex gratia and other sundry payments; suppliers of goods and services provided to the Department; and individuals on contract. *Purpose:* The purpose of this bank is to support the accounts payable/employee accounts function, which is to make non-payroll payments in accordance with authorizations. *Consistent Uses:* The records are used

to substantiate and issue cheques for the above-noted supplier invoices, expenses, fees, claims and other payments; for planning, budgeting and audit purposes; and to provide reports concerning international travel, first class and business class air travel, child care expenses, extended travel versus short-term relocation and the use of private vehicles to the Treasury Board Secretariat, as requested. Limited information is disclosed to Supply and Services Canada to facilitate cheque issue. *Retention and Disposal Standards:* The records are retained for six fiscal years following the fiscal year during which the claim was settled. *PAC Number:* 86-001 *Related to PR#:* CH ARO 095 *TBS Registration:* 002162 *Bank Number:* CH PPE 804

Career Management
Description: This bank contains personal information on employees, specifically career profiles, curriculum vitae, appraisal as well as all other documentation related to employee career plan training and development, secondments, or appointments. This information has been collected by means of a questionnaire and interviews or compiled from employee files or automated data systems. *Class of Individuals:* Employees of the Department. *Purpose:* The purpose of this bank is to record data essential for the Administration of the Career Management program. It also aims to ensure efficient use of human resources and to increase the productivity and satisfaction of employees in the workplace. *Consistent Uses:* The information gathered will be used to ensure objectivity in the selection process for employees participating in the Career Management Program. The information may also be used to assess the compatibility between the employee profile and workplace profile. *Retention and Disposal Standards:* Records are destroyed two years after the employee has left the Department. Records will be kept for employees remaining with the Department. *PAC Number:* 86-001 *TBS Registration:* 002074 *Bank Number:* CH PPE 801

Security Services Investigation Files
Description: This bank contains personal information on individuals who have been involved in criminal and miscellaneous incidents or security violations and infractions investigated by Security Services. This bank consists of investigation and occurrence reports, written statements, documentary exhibits and other related correspondence. Persons are identified by date of birth, name and initials. The report in which they are mentioned is identified by the assigned file index number, the type of incident or infraction and the date of its occurrence. Information in this bank may be maintained on paper documents and automated form. *Class of Individuals:* Employees of the Department and contractors dealing with the Department. *Purpose:* The purpose of this bank is to record information on security violations and infractions in order to evaluate trends in criminal activities, assess awareness and application of security measures and determine the need for and nature of disciplinary action. *Consistent Uses:* This information is used by departmental authorities to support decisions regarding disciplinary measures, security and reliability screening, criminal actions, investigations, and suppression of crime, as well as for planning, evaluation and statistical purposes. *Retention and Disposal Standards:* The information in this bank is retained for two years following an employee's termination with the Department and five years for cases where a person is not an employee of the Department, it is then destroyed. *Related to PR#:* CH ARO 095 *TBS Registration:* 002165 *Bank Number:* CH PPE 803

Workforce Adjustment
Description: This bank contains personal information on individuals who are subject to workforce adjustment. The bank consists of questionnaires, reports on interviews, individuals or specific situations assessment reports, pertinent correspondence, résumés, etc. *Class of Individuals:* Indeterminate employees of the Department. *Purpose:* The purpose of this bank is to record information which should help assess individuals in order to facilitate their redeployment as priority employees of this department. *Consistent Uses:* This information will be used to feed the manual or automated system which is required for the management of the departmental priorities. Part of this information is also provided to Central Agencies. *Retention and Disposal Standards:* To be determined. *TBS Registration:* 003383 *Bank Number:* CH PPE 806

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Canadian Human Rights Commission
Chapter 24

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Incentive Awards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Reliability Checks

Security Clearances

Staffing

Training and Development

Travel and Relocation

Canadian International Development Agency
Chapter 25

Particular Banks

Spousal Employment Assistance Program
Description: This inventory focuses on the spouses of CIDA employees who might be posted overseas in developing countries. The information consists of academic qualifications and experience as well as career intentions. *Class of Individuals:* Spouses of CIDA employees coming from various backgrounds. *Purpose:* It is used to identify suitable candidates in various fields and to present their candidacy to non-governmental agencies working in the Third World. The information will be computerized to facilitate retrieval when vacancies occur in the different organizations. The files will be kept and updated on a regular basis for the entire time the CIDA employee remains with the Agency. *Retention and Disposal Standards:* The information will be classified "Protected" and will be deleted once the CIDA employee leaves the Agency. *TBS Registration:* 003420 *Bank Number:* IDA PPE 805

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Security Clearances

Staffing

Training and Development

Travel and Relocation

Canadian International Trade Tribunal
Chapter 26

Particular Banks

Conflict of Interest
Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties. *Class of Individuals:* Tribunal employees. *Purpose:* The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest. *Consistent Uses:* To support decisions on transfers, discipline and termination of employment. *Retention and Disposal Standards:* Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed. *PAC Number:* 85-001 *TBS Registration:* 002489 *Bank Number:* CTT PPE 801

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Discipline
Employee Personnel Record
Employment Equity Program
Grievances
Harassment
Identification and Building-Pass Cards
Official Languages
Parking
Pay and Benefits
Performance Reviews and Employee Appraisals
Reliability Checks
Security Clearances
Staffing
Training and Development
Travel and Relocation

Canadian Museum of Civilization
Chapter 27

Particular Banks

Vehicle Accidents
Description: This bank contains reports on accidents; claims of damages; legal decisions; settlement transactions and correspondence concerning accidents involving government-owned and leased vehicles, as well as privately-owned vehicles used on official business. *Class of Individuals:* This bank relates to individuals employed by the CMCC. *Purpose:* To determine liability for such accidents and to approve damage settlements. *Retention and Disposal Standards:* Two years after the settlement of individual claims, after which the files are destroyed. *PAC Number:* 86-001 *TBS Registration:* 000380 *Bank Number:* CMC PPE 801

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Conflict of Interest and Post-Employment Code
Discipline
Employee Personnel Record
Employment Equity Program
Grievances
Harassment
Identification and Building-Pass Cards
Incentive Awards
Occupational Safety and Health
Official Languages
Parking
Pay and Benefits
Performance Reviews and Employee Appraisals
Security Clearances
Staffing
Training and Development
Travel and Relocation

Canadian Museum of Nature
Chapter 28

Standard Banks
Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Personnel Record

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Reliability Checks

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Canadian Polar Commission
Chapter 29

Standard Banks
Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Employee Personnel Record

Identification and Building-Pass Cards

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Security Clearances

Staffing

Training and Development

Travel and Relocation

Canadian Radio-television and Telecommunications Commission
Chapter 30

Particular Banks

Deployments
Description: The purpose of this bank is to maintain an inventory of candidates interested in deployments. It includes résumés from public servants, including letters of reference, proof of education and second language skills. *Class of Individuals:* Public servants within and outside the Commission. *Purpose:* The bank would identify potential employees for deployment to jobs within and outside the Commission. *Consistent Uses:* None. *Retention and Disposal Standards:* Records will be retained for two years and then destroyed. *PAC Number:* 86-001 *TBS Registration:* 003266 *Bank Number:* CRT PPE 805

Standard Banks
Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Personnel Record
Employment Equity Program
Grievances
Harassment
Identification and Building-Pass Cards
Occupational Safety and Health
Official Languages
Parking
Pay and Benefits
Performance Reviews and Employee Appraisals
Reliability Checks
Security Clearances
Staffing
Training and Development
Travel and Relocation
Vehicle, Ship, Boat and Aircraft Accidents

Canadian Security Intelligence Service

Chapter 31

Particular Banks

Classification Redress

Description: This banks contains CSIS positions classification redress requests, acknowledgement letters, Redress Committee reports, decision notification memoranda and any other recorded personal information pertaining to the resolution of the request. Individuals must identify the position number and the approximate date of the redress request to locate and retrieve the information of interest. *Class of Individuals:* CSIS employees. *Purpose:* The purpose of this bank is to facilitate access to personal information obtained or prepared in the course of resolving a redress request. *Consistent Uses:* Information in this bank may be used in the resolution of any subsequent grievance or appeal relative to the CSIS position classification. Information in this bank may also be used for research, planning, audit and statistical purposes. *Retention and Disposal Standards:* Records are destroyed five years after the most recent administrative activity in relation to an individual case. *TBS Registration:* 003631 *Bank Number:* SIS PPE 830

Conduct and Discipline

Description: This bank contains notices of disciplinary action and correspondence about employee misconduct in respect to terms and conditions of employment; testimony by witnesses; legal opinions; investigations of possible breaches of conduct and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record. *Class of Individuals:* Employees of CSIS, other than persons attached or seconded to the Service. *Purpose:* The purpose of this bank is to maintain information used in disciplinary actions in CSIS and to determine the need for and nature of disciplinary actions. *Consistent Uses:* To support decisions on pay and benefits; attendance and leave; internal security; transfer, demotion and termination of employment. This information may also be used for research, audit, planning, evaluation and statistical purposes. *Retention and Disposal Standards:* Two years following the date of the disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, or a breach of conduct allegation is determined to be unfounded, the documentation of the action concerned may be immediately destroyed following a written request from the employee concerned. *TBS Registration:* 002144 *Bank Number:* SIS PPE 817

Conflict of Interest

Description: This bank contains (1) documents indicating that an employee has read and understood CSIS Conflict of Interest (COI) policy and agrees to respect such policy as a condition of employment and indicating whether or not an employee has assets or interests incompatible, or potentially incompatible, with the performance of their duties; (2) confidential reports of assets or interests incompatible, or potentially incompatible, with the performance of their duties; (3) investigation reports and correspondence about real, potential or apparent conflicts of interest emanating from an incompatibility, or a potential incompatibility, between an employee's personal affairs and the performance of their duties. *Class of Individuals:* Employee of CSIS. *Purpose:* The purpose of this bank is to maintain information (1) as to whether an employee has read and understood CSIS COI policy and agreed to observe it as a condition of employment; (2) about real, potential or apparent conflict of interest situations for CSIS employees; (3) to record real, potential or apparent conflicts of interest; (4) to record any post-employment compliance action required of the employee. *Consistent Uses:* To resolve situations of real, potential or apparent conflict of interest and to support decisions on transfers and discipline if conflicts of interest exist and are not resolved. To enable designated officials to determine whether a former employee, to whom post-employment compliance measures apply, is in compliance. Information in this bank may also be used for audit purposes. *Retention and Disposal Standards:*

Retained by CSIS for the duration of employment plus two years after which the records are destroyed. *TBS Registration:* 003299 *Bank Number:* SIS PPE 826

CSIS Personnel Services

Description: This bank contains personnel characteristics, including age and gender, social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; official languages, including records of course enrolment, attendance, applications and qualifications, language requirements of positions and bilingual bonus; non-government employment history; career resumes and references; geographical and organizational location; appointments, transfers; performance reviews and employee appraisals, including the level of employee's work performance in terms of skills, abilities, accomplishments, interests, and any management level assessments, both internal and external; promotions and demotions; periods of employment, including probationary periods, layoffs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. In addition, this bank contains information on the examination, recommendations and any corrective measures taken by CSIS as a result of complaints made under the Official Languages Act. Individuals must state their involvement in the official languages complaint process to search and retrieve the records of interest. If interested, individuals must provide the approximate date of their management level assessment to retrieve this record from storage. This bank also contains a summary of records of decisions relating to staffing; attendance and leave, including the record of leave and attendance and physician certificates associated with sick leave; medical information for evaluation of benefit entitlements or for management decisions such as transfers or dismissals based on medical competency; succession planning, training and development; decisions concerning compensation and fitness for work; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other particular banks. *Class of Individuals:* CSIS employees and some job applicants (i.e. regarding official languages matters). *Purpose:* To facilitate the CSIS administrative and operational human resources program. *Consistent Uses:* Information in this bank may be used to ensure that human resourcing actions within CSIS are coordinated and authenticated in the interests of both the employee and CSIS, including decisions on staffing, succession planning, health evaluations, employee assistance, employment equity and multiculturalism, pay and benefits, training and development, occupational health and safety, official languages, discipline, level of security clearance and pension purposes. Information in this bank may also be used to verify employment references, and to draft letters of appreciation and letters of condolence when applicable. Information in this bank may be disclosed to Human Resources Development Canada, The Public Service Commission, public service bargaining agents, Statistics Canada, insurers of public service group insurance plans, the Public Service Staff Relations Board and other federal departments or agencies on a strict need-to-know basis. This system may be used as a source of information for linking with the following systems: Incumbent System, Leave Reporting System, Extra Duty Reporting System, Official Languages Reporting System, Mobility File, Entitlements and Deductions System, Leave Without Pay System, Training and Development Information System, Position Information Collection System and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission or Treasury Board Secretariat. Information in this bank may be used as a source of information or for linking with other information sources for the purposes of fulfilling CSIS's legislated mandate. All linkages for the purposes of administering human resources and compensation activities are in compliance with the provisions of the Privacy Act. This information may also be used for research, audit, planning, evaluation and statistical purposes. *Retention and Disposal Standards:* The CSIS employee personnel records are retained by CSIS at least until the individual reaches 90 years of age and 2 years have elapsed since the last administrative action or death occurred. When the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and when the record has not been so designated, it shall be destroyed. The official languages record is retained by CSIS for five years after the last documentation then destroyed. Information concerning official languages course enrolment, attendance, applications and qualifications are destroyed two years after the date of the last correspondence. Records relating to performance reviews and employee appraisals are retained for a period of five years and then destroyed. *TBS Registration:* 003784 *Bank Number:* SIS PPE 808

Employee Assistance

Description: This bank contains information treated in a confidential fashion that is relative to an employee's involvement in an Employee Assistance Program (EAP) including records obtained or prepared under contract; notice of voluntary referral; records of reference to, or reports and correspondence from, a health professional or rehabilitation agency; and some medical interpretations concerning an employee's work capability or limitations. *Class of Individuals:* Employees, retired employees, their spouses and immediate family members. *Purpose:* The purpose of this bank is to record information necessary to the administration of the Employee Assistance Program, and to determine the need for employee assistance

counselling, referrals for medical evaluations and participation in rehabilitation programs. *Consistent Uses:* To support decisions regarding employee assistance measures. This information may also be used for research, audit, planning, evaluation and statistical purposes. *Retention and Disposal Standards:* Records are destroyed two years after the date of the most recent reference to employee assistance. *PAC Number:* 86-001 *TBS Registration:* 002147 *Bank Number:* SIS PPE 820

Employee Security (formerly Security Clearances)
Description: This bank contains completed personal histories; summaries of Canadian Security Intelligence Service (CSIS) (previously, RCMP Security Service) investigations; fingerprint cards; criminal histories; social insurance number, security briefings and correspondence related to the security clearances of employees, polygraph testing, including the results of polygraph examinations. Notation of level of clearance may be attached to the Employee Personnel Record. This bank also contains information on holiday travel where personnel security may be a concern, EDP audits and correspondence related to the employee. *Class of Individuals:* Employees of CSIS and applicants for employment, as well as contract and company personnel working under federal government contracts. *Purpose:* The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for employees in respect to terms and conditions of employment as it relates to the personnel management of employees; to determine the level of security clearance and to provide information for the administration of government security measures. *Consistent Uses:* To support decisions on transfers, promotions, discipline, statutory increases, and continuation/termination of employment, the issuance of identification and building pass cards and to assist CSIS employees to identify other employees as persons authorized to be on CSIS premises. Information in this bank may also be used to ensure the terms and conditions of employment are adhered to as it relates to the personnel management of employees. This bank may be used as a source of information or for linking with other information sources for the purposes of fulfilling CSIS's legislated mandate. All linkages are in compliance with the provisions of the Privacy Act. This information may also be used for research, planning, audit, evaluation and statistical purposes. *Retention and Disposal Standards:* Information in this bank is retained until the individual is no longer employed by CSIS, then the information is destroyed after ten years. Information on unsuccessful applicants as well as contract employees is maintained for a minimum of ten years, then destroyed. *TBS Registration:* 002142 *Bank Number:* SIS PPE 815

Employment Equity and Multiculturalism Programs
Description: The bank contains personal information on employees and their interest in future participation in employment equity initiatives which is collected by means of questionnaires and/or interviews or compiled from employees' files or automated data systems. Respondents are asked to voluntarily identify themselves whether they are male or female, whether they are an aboriginal person, and whether they have a disability or are a member of a visible minority group. *Class of Individuals:* Employees of the Service. *Purpose:* This bank provides documentation for the implementation of the employment equity policy in CSIS. Data are collected to provide a comprehensive picture of employees by sex and by designated group status (e.g. women, aboriginal people, persons with disabilities and members of visible minority groups). This information is used to compile a personnel profile of employees and to compare the situation of designated group members with non-designated group members within the Service and with their counterparts in the Canadian labour market. All linkages for the purpose of administering the employment equity program are in compliance with the provisions of the Privacy Act. *Consistent Uses:* The department may collect data for statistical purposes, for purposes relating to individuals, or for both. The information gathered will be used for the Service's employment equity program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that designated groups participate in and are equitably represented in the Service. Information in this bank may also be used for audit purposes, and for policy and planning purposes related to employment equity. *Retention and Disposal Standards:* Individual employment equity records are generally retained for two years, then destroyed. *TBS Registration:* 002133 *Bank Number:* SIS PPE 824

Grievances and Adjudications
Description: This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; and correspondence about grievances and adjudications. *Class of Individuals:* Employees of CSIS. *Purpose:* The purpose of this bank is to record information used in the grievance and adjudication process through all levels up to and including the Public Service Staff Relations Board. *Consistent Uses:* Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances, up to the point of referral to the Public Service Staff Relations Board. This information may also be used for research, audit, planning, evaluation and statistical purposes. *Retention and Disposal Standards:* Records related to grievances and adjudications are retained for five years after a final resolution of the matter has occurred, then destroyed. *TBS Registration:* 002143 *Bank Number:* SIS PPE 816

Harassment and Discrimination in the Workplace
Description: This bank contains letters of complaint regarding incidents of harassment and/or discrimination; records of interviews both with complainants and alleged harassers; records of interviews with witnesses to

incidents; summations of management investigations and analyses of events and records of decisions taken about particular incidents. Such information must be retained as a separate record and not placed on the complainant's Employee Personnel Record. When a disciplinary action results from an investigation, information may be transferred to the Conduct and Discipline bank. (SIS PPE 817) *Class of Individuals:* Employees of the institution. *Purpose:* The purpose of this bank is to record information necessary for dealing with complaints of harassment and/or discrimination in the workplace, to make decisions in specific instances on whether or not harassment and/or discrimination is occurring, and when this is the case to determine the appropriate action, including disciplinary action, to be taken to end a harassment and/or discrimination situation. *Consistent Uses:* To support decisions resulting from the investigation and analysis of complaint. *Retention and Disposal Standards:* Records are destroyed two years after the most recent administrative activity in relation to an individual case. *TBS Registration:* 003298 *Bank Number:* SIS PPE 825

Health Services
Description: This bank contains psychological assessments, occupational health evaluations and medical records, reports, forms and related correspondence dealing with injuries and medical conditions, including information on the medical condition of the employee's immediate families or immediate relatives, that may affect an employee's service. *Class of Individuals:* CSIS employees and their immediate families or relatives. *Purpose:* To determine an employee's capabilities to perform their duties on a regular and consistent basis, relative to their physical and mental health; to make recommendations regarding staffing or posting where their mental or physical condition is a determining factor; entitlement to sick leave; and eligibility for insurance coverage. *Consistent Uses:* Information in this bank may be used in redress or grievance processes, staffing, and administration of the pay and benefits programs. Information may be used by medical practitioners for continuity of treatment, or to physicians and psychologists appointed as a Health Evaluation Committee. Information in this bank may be used to determine eligibility for a disability pension by the Canada Pension Commission. Information may also be used for research, audit, planning, evaluation and statistical analysis. All linkages for the purposes of administering the human resources and pay and benefits programs are in compliance with the provisions of the Privacy Act. *Retention and Disposal Standards:* Records are retained at least until the individual reaches the age of 70, or two years have elapsed since the last administrative action. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. *TBS Registration:* 003300 *Bank Number:* SIS PPE 827

Honours/Incentive Awards
Description: This bank includes information on employees who have been nominated for awards under the CSIS Employee Recognition Awards Plan and individuals who have participated in CSIS scholarship awards. Such information may include curricula vitae, narratives in support of meritorious contributions related to their duties or suggestions for improvement of public service of CSIS operations and completed recommendation reports concerning either the Merit Award or the Suggestion Award. This bank also contains personal information on the Humanitarian Award, the Long Service Award or the Sir William Stephenson Award. *Class of Individuals:* CSIS employees who were either nominated for, and/or participated in the CSIS honours and incentive awards programs, CSIS Employee Recognition Awards, and individuals who have applied for the Sir William Stephenson Award. *Purpose:* To identify individuals for awards under the CSIS honours/incentive awards program; Employee Recognition Awards Plan; or for receiving the Sir William Stephenson award. *Consistent Uses:* The information in this bank is used to establish precedents for awards and to provide an audit trail for the disbursements of funds. This information may be used as a source of information or for linking with all other government institutions participating in the CSIS Employee Recognition Awards Plan for the purpose of determining whether the individuals suggestion or application for an award is unique and/or is deserving of an award. The Department of Public Works and Government Services issues cheques and uses the SIN for income tax purposes. This information may also be used for research, audit, planning, evaluation and statistical purposes. *Retention and Disposal Standards:* CSIS Employee Recognition Awards records are retained for six years and then reviewed for transfer to National Archives. Other awards records are treated similarly after three years. However, rejected suggestions and nominations are destroyed two years after the last administrative action. *PAC Number:* 86-001 *TBS Registration:* 002152 *Bank Number:* SIS PPE 822

Occupational Safety and Health
Description: This bank contains accident and occupational injury or illness investigation reports, related correspondence and copies of the supervisor's Accident Investigation Report, which are retained by CSIS in the appropriate responsibility centre. First Aid Treatment records are also retained by CSIS in accordance with Treasury Board policy. Information in this bank includes complaints brought before the Occupational Safety and Health Committee, its findings, recommendations and related correspondence. Records, including medical documents about individuals; claims for compensation; related correspondence and records of monies paid are held by Human Resources Development Canada (Government Employees Compensation Records bank number HRDC PCE 701) or in the provincial agency handling the matter. Records concerning the occurrence, investigation and settlement of vehicle accidents are

retained in bank SIS PPE 814. *Class of Individuals:* Employees of CSIS. *Purpose:* The purpose of this bank is to provide documentation for the administration of occupational safety and health programs in CSIS, including accident prevention, health protection and authorization of leave and benefits associated with work-related injury or illness. Safety and health details and cases of accidents/injuries for accident prevention and health protection purposes are also recorded to support the effective administration of the CSIS safety and health program. *Consistent Uses:* To support decisions relating to workers' compensation (including provincial workers' Compensation Board) and injury-on-duty leave; pay and benefits; to act as a means of preventing injuries and illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work; to establish that individuals subject to certain identified occupational risks are able to continue working without detriment to their health or safety or to that of others; and to establish the conditions under which certain individuals with identified illnesses or disabilities are able to continue to work under controlled conditions. This information may also be used for research, audit, planning, evaluation and statistical purposes. *Retention and Disposal Standards:* Records related to accidents or occupational injuries and illnesses are retained for 10 years and then destroyed, provided Human Resources Development Canada have a copy of the record. Records relative to an individual accident may be attached to the Employee Personnel Record the retention of which is subject to the disposal criteria set out for that bank. *TBS Registration:* 002140 *Bank Number:* SIS PPE 813

Pay and Benefits

Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds (N.B. Earning and superannuation records are attached to the Employee Personnel Record). *Class of Individuals:* Employees of the institution. *Purpose:* The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances. *Consistent Uses:* To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the Garnishment, Attachment and Pension Diversion Act. Information is also provided to Department of Public Works and Government Services to facilitate payment of salaries to various provincial health insurance plans to group insurers where applicable to unions for dues check-off purposes. Information in this bank may also be used for budget purposes. This information may also be used for research, audit, planning, evaluation and statistical purposes. *Retention and Disposal Standards:* Records are destroyed two years after expiry of fiscal year, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force. *TBS Registration:* 002130 *Bank Number:* SIS PPE 823

Staffing

Description: This bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation reports and evaluation notes from staffing boards; examination papers and test results, including results of psychological testing; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. An employee who wants access to information about herself/himself from a competition file must provide the competition number to locate and retrieve the information of interest. Records in the bank contain a variety of personal information which may include age, sex, education levels and/or work experience. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.) *Class of Individuals:* Employees of CSIS. *Purpose:* The bank provides a record of the information used in staffing positions in CSIS. *Consistent Uses:* To select candidates, staff positions and process appeals for appointments and promotions. Access procedures: competition number, where applicable, should be quoted. Information may be provided to the Employment Equity Program Bank, the Public Service Commission, Statistics Canada and other federal departments or agencies. This system may be used as a source of information or for linking with the following systems: Incumbent System, Entitlements and Deductions System, Extra Duty Reporting System, Official Languages Information System, Mobility File, Leave Without Pay System, Position Information Collection System and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. This information may also be used for research, audit, planning, evaluation and statistical purposes. *Retention and Disposal Standards:* Records

are retained for two years after the eligible list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed. *TBS Registration:* 002136 *Bank Number:* SIS PPE 809

Training and Development
Description: This bank contains personal data including course applications and evaluations; personal record identifier; examination results and certificates; records of fee payments; and correspondence related to the participation of employees in training and development activities, sponsored by the government as well as operated by private organizations. This bank contains the social insurance number of employees who participated in the Education Subsidization Program. It also contains the social insurance number of grandfathered (regular, special and civilian members) to register these employees on courses offered by the Canadian Centre for Management Development. This bank includes personal data relating to employee development programs and transfer programs such as the Leave Without Pay for Educational Reasons. It also includes information on employees who have participated in Public Service Commission (PSC) courses. The information is collected under the authority of the Public Service Staff Relations Act and the Public Service Employment Act. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Personnel Services Bank. *Class of Individuals:* Employees of CSIS. *Purpose:* The purpose of this bank is to provide documentation for the administration of training and development programs within CSIS. *Consistent Uses:* To approve and register the participation of employees in training and development activities and to certify the achievements of employees. Documentation respecting the administration of the employee's pay is also contained in the Pay and Benefits Bank. Information may be provided to the Employment Equity Program Bank, the Public Service Commission, public service bargaining agents, Statistics Canada and other federal departments or agencies. This system may be used as a source of information or for linking with the following systems: Incumbent System, Entitlements and Deductions System, Leave Reporting System, Extra Duty Reporting System, Official Languages Information System, Intelligence Officer Career Progression Program, Leave Without Pay System, Position Information Collection System and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. This information may also be used for research, audit, planning, evaluation and statistical purposes. *Retention and Disposal Standards:* Records in this bank are retained for five years after completion of the particular training for monitoring the employees progress and ensuring adequate development, then destroyed. Records on specialized training are retained for ten years and then transferred to be the National Archives of Canada. *TBS Registration:* 002138 *Bank Number:* SIS PPE 811

Travel and Relocation
Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees. *Class of Individuals:* Employees of CSIS. *Purpose:* The purpose of this bank is to maintain information regarding travel, relocation and postings of CSIS employees. *Consistent Uses:* To administer the travel and relocation functions with respect to their approval, as well as posting authorizations, advances and claims. This information may also be used for research, audit, planning, evaluation and statistical purposes. *Retention and Disposal Standards:* Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled. *TBS Registration:* 002146 *Bank Number:* SIS PPE 819

Vehicle, Ship, Boat and Aircraft Accidents
Description: This bank contains reports on accidents; claims of damages; legal decisions; settlement transactions and correspondence concerning accidents involving government-owned/leased vehicles, ships, boats and aircraft as well as privately-owned vehicles, ships, boats and aircraft used on official business. This bank also contains claims for and any ex-gratia payments made to individuals. Records concerning occupational health and safety, as well as authorization of leave and benefits associated with work-related injury or illness are retained in bank SIS PPE 813. The vehicle code number should be provided to facilitate retrieval from the information storage system. *Class of Individuals:* Individuals involved in vehicle, ship, boat or aircraft accidents involving employees of CSIS and individuals involved in claims for ex-gratia payments. *Purpose:* The purpose of this bank is to maintain information regarding vehicle, ship, boat and aircraft accidents involving employees of CSIS. *Consistent Uses:* To determine liability for such accidents and to approve damage settlements. Information may be placed on the employee personnel record. This information may also be used for research, audit, planning, evaluation and statistical purposes. *Retention and Disposal Standards:* Two years after the settlement of individual claims. National Archives of Canada must be consulted before disposing of this information. *TBS Registration:* 002141 *Bank Number:* SIS PPE 814

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Parking

Canadian Space Agency
Chapter 32

Standard Banks
Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Conflict of Interest and Post-Employment Code
Discipline
Employee Assistance
Employee Personnel Record
Employment Equity Program
Grievances
Harassment
Identification and Building-Pass Cards
Incentive Awards
Occupational Safety and Health
Official Languages
Parking
Pay and Benefits
Performance Reviews and Employee Appraisals
Reliability Checks
Security Clearances
Staffing
Training and Development
Travel and Relocation
Vehicle, Ship, Boat and Aircraft Accidents

Canadian Transportation Agency
Chapter 33

Standard Banks
Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Conflict of Interest and Post-Employment Code
Discipline
Employee Assistance
Employee Personnel Record
Employment Equity Program
Grievances
Harassment
Identification and Building-Pass Cards
Incentive Awards
Occupational Safety and Health
Official Languages
Parking
Pay and Benefits
Performance Reviews and Employee Appraisals
Reliability Checks
Security Clearances
Staffing
Training and Development
Travel and Relocation
Vehicle, Ship, Boat and Aircraft Accidents
Workplace Day Care

Canadian Wheat Board
Chapter 34

Standard Banks
Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Employee Personnel Record
Harassment
Pay and Benefits

Citizenship and Immigration
Chapter 35

Particular Banks

Career Planning and Review Inventory

Description: This bank may include the following documents: two or more of the most recent evaluations, the Career Planning Data Sheet, Management Resources Information Summary and a resumé, if available. *Class of Individuals:* Employees in CIC. *Purpose:* The information in this bank will be used in the Career Planning and Review process, by the members of the Career Planning and Review Committees and for referrals for assignments or secondments by user managers. Members of the committees have access to the information in this bank, through the Career Management Advisor or the Chief, Executive Services and Career Management, and/or the responsible administrative unit. *Consistent Uses:* The consistent uses of this information may include the creation of staffing inventories to identify candidates who have expressed specific interests to aid in staffing positions as they become available. It may also be used in setting priorities and authorizing training and development to meet identified needs in human resources planning, and for statistical analysis forecasting and internal audits. It may also be provided to private sector survey firms for evaluation, statistics, research and planning. The information may be used also for an alternate exchange program, a variety of workforce adjustment services such as career or financial counselling, outplacement initiatives, workshops or seminars about career transition, job fairs, etc., as well as for statistical purposes or to evaluate the effectiveness of the program. As well, for those employees who consent, it may be used by the bargaining units also for workforce adjustment related services. *Retention and Disposal Standards:* The retention period is five years for managers. *Contact:* Chief, Career Enhancement and Mobility, Personnel Services, Citizenship and Immigration Canada, Journal Tower South, 12 ieme etage, 365 Laurier Avenue West, Ottawa, Ontario K1A 1L1 *TBS Registration:* 002006 *Bank Number:* CIC PPE 802

Employee Assistance

Description: This bank contains information pertaining to a voluntary confidential counselling service offered to Citizenship and Immigration Canada employees. Employees requiring counselling contact directly the consultant whose services have been retained by Citizenship and Immigration Canada for the purpose of the Employee Assistance Program (EAP). Records relating to the counselling session are maintained with the consultant and not held at Citizenship and Immigration Canada in order to guarantee the confidentiality of the consultation. *Class of Individuals:* Citizenship and Immigration Canada employees. *Purpose:* The purpose of this bank is to: a) record information necessary for the administration of the EAP; b) determine the need for employee assistance counselling, referrals for medical evaluations and participation in rehabilitation programs; c) ensure continuity of service to employees. *Consistent Uses:* To support decisions regarding employee assistance measures; to undertake a systematic evaluation of the EAP and provide statistical reports to Citizenship and Immigration Canada in a format that ensures the confidentiality of the individuals who have requested the service. *Retention and Disposal Standards:* Records relating to counselling sessions of employees are kept by the consultant for two years following the date of the last counselling session. The records are then destroyed by the consultant in a manner to ensure that confidentiality is not breached. Upon termination of the contract, records containing personal information with respect to Citizenship and Immigration Canada employees will be transferred to the new EAP provider, or other designated professional, with the employee's written consent. *TBS Registration:* 003324 *Bank Number:* CIC PPE 801

Human Resources Planning Information Program (HRPIP)

Description: This computerized bank was developed by managers to assist in the preparation of their Human Resources Planning exercise. It contains information on CIC positions, employees, staffing action/adjustments, and Training and Development. Position information collected includes the Position number, title, group and level, exclusion indicator, language requirements, unit, reporting relationship (supervisor's position number and title). Employee information includes the Public service start date, birthdate, home address and telephone number, employee type (full-time, part-time, etc.) position title and number, location and telephone number, bilingual capability, employment history, scholarship,career aspirations, mobility, training and development history (as well as proposed), date of last performance appraisal (as well as a BF for the next due appraisal). The system also keeps track of start/end dates for acting, secondment and assignment situations with an active BF system. Staffing action/adjustment module keeps track of areas which, in the opinion of the manager, will require some action to ensure that operational demands are met; this includes vacancies which are likely to occur due to long-term disability leave, maternity leave, care and nurturing leave, extended vacation leave and any other

situation which will require attention. The Training and Development module records available courses, maintains a list of employees identified for each course through the appraisal process, as well as the status of this training (proposed, approved, completed). *Class of Individuals:* Employees of the institution whether indeterminate, term, casual, full-time or part-time. *Purpose:* To assist managers in the preparation of their Human Resources Plans. *Consistent Uses:* To support such personnel functions as human resources planning and development, performance evaluations, training, relocation, employment equity; to produce management reports (e.g. regarding official languages, employment equity, labour supply/demand forecasts, training forecasted/completed, overview of employee age/service (possible retirement projections). *Retention and Disposal Standards:* Retained for a minimum of two years following last action. *TBS Registration:* 003331 *Bank Number:* CIC PPE 812

Occupational Safety and Health

Description: The bank contains accident and occupational injury or illness investigation reports, related correspondence and copies of the supervisor's Accident Investigation report, which are retained by institutions in the appropriate responsibility centre and fitness and lifestyle evaluations. First Aid Treatment records are also retained by the institution in accordance with Treasury Board policy. Records, including medical documents about individuals; claims for compensation; related correspondence and records of monies paid are held by Human Resources Development Canada. Records of occupational health evaluations and all personal medical data are retained by the Medical Service Branch, Health Canada under medical confidential status. Environmental surveys, fitness and lifestyle surveys, are also retained by the institution. Records concerning the occurrence, investigation and settlement of vehicle accidents are retained in Standard Bank PSE 908. *Class of Individuals:* Employees of the institution. *Purpose:* To provide documentation for the administration of occupational safety and health programs in government institutions, including accident prevention, health protection and authorization of leave and benefits associated with work-related injury or illness. Safety and health details and causes of accidents/injuries for accident prevention and health protection purposes are also recorded to support the effective administration of each institution's safety and health program. *Consistent Uses:* To support decisions relating to worker's compensation and injury-on-duty leave; to act as a means of preventing injuries and illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work; to establish that individuals subject to certain identified health or safety or to that of others; and to establish the conditions under which certain individuals with identified illnesses or disabilities are able to continue to work under controlled conditions. Information is shared with Health Canada HCan PCE 701. *Retention and Disposal Standards:* Retained for five years for first aid treatment records; two years for accident and occupational injury or illness investigation reports, including related correspondence and the supervisor's Accident Investigation Report, or ten years for those specifically identified reports, after which the records are destroyed. Records held by Human Resources Development Canada and Health Canada are retained for the periods specified in the relevant bank descriptions. *Related to PR#:* NHW PCE 701 *TBS Registration:* 003330 *Bank Number:* CIC PPE 811

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Reliability Checks

Security Clearances

Staffing

Training and Development

Travel and Relocation

Copyright Board Canada
Chapter 36

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Employee Personnel Record

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Staffing

Training and Development

Travel and Relocation

Correctional Investigator Canada, The
Chapter 37

Note: Information on the employees of The Correctional Investigator Canada is held by the Department of the Solicitor General.

Correctional Service of Canada
Chapter 38

Particular Banks

Awards and Honours

Description: This bank contains records on the administration of departmental and Treasury Board programs on decorations and awards presentations. *Class of Individuals:* Employees of the Correctional Service of Canada. *Purpose:* To identify individuals who have been nominated for or have received awards and/or decorations. *Consistent Uses:* Law enforcement agencies, Provincial Authorities. *Retention and Disposal Standards:* Records are retained until the employee reaches 70 years of age. Historical records are transferred to the National Archives of Canada. *PAC Number:* 78-001 *TBS Registration:* 001085 *Bank Number:* CSC PPE 801

Career Development Programs

Description: This bank contains information related to an employee's work performance in terms of skills, abilities, accomplishments and interests as well as an employee's participation in training and development activities, sponsored by government and non-government organizations. *Class of Individuals:* Employees of the Correctional Service of Canada. *Purpose:* To determine the level of performance of individual employees with a view to retention, extension of, or rejection on probation, approval of performance pay and annual increments, approval and registration in training and development activities and to certify employee achievements. *Consistent Uses:* To support decisions on pay and benefits, attendance and leave, transfers, promotions, demotions, employee assistance, discipline, termination of employment and training and development. Previous Employers (Federal/Provincial/Private), Law Enforcement Agencies. *Retention and Disposal Standards:* Records are retained until the employee reaches 70 years of age. Historical records are transferred to the National Archives of Canada. *PAC Number:* 78-001 *TBS Registration:* 001086 *Bank Number:* CSC PPE 802

Grievances

Description: This bank contains presentations by employees and bargaining unit representatives, receipt notices and replies by management, testimony by witnesses, legal opinions, investigation and analysis reports, job descriptions in regard to classification grievances, and correspondence about grievances. Individuals who wish to access personal information concerning them in this bank must include the grievance

number, the location where the grievance was filed and the approximate date it was filed, and any other identifying data that may help to expedite the processing of their requests. *Class of Individuals:* Employees of the institution. *Purpose:* The purpose of this bank is to record information used in the grievance process through all levels in the grievance process, up to referral to the Public Service Staff Relations Board. *Retention and Disposal Standards:* Three years following date of resolution or date of decision by the Public Service Staff Relations Board, the records are destroyed. *TBS Registration:* 002687 *Bank Number:* CSC PPE 804

Staffing
Description: This bank contains staffing requests, position descriptions, salary ranges, selection profiles, competition posters, transfer requests, layoff lists, human resources inventory print-outs, candidates' applications, lists of candidates, rating board assessments, including evaluation notes from staffing boards, examination papers and test results, eligibility lists, offers of employment, notices to candidates, notices of right of appeal and appeal documents, and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. Individuals who wish to access personal information concerning them in this bank must include the position number or competition number, where applicable, of the position about which they seek information, and any other identifying data that may help to expedite the processing of their requests. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.) *Class of Individuals:* Employees of the institution. *Purpose:* This bank provides a record of the information used in staffing positions in a government institution. *Consistent Uses:* To select candidates, staff positions and process appeals for appointments and promotions. On request, information may be provided to a participant in a selection action in accordance with the Public Service Commission (PSC) policy on "Disclosure of Information Following a Selection Action" to explain the reasons for the selection decision. *Retention and Disposal Standards:* Records are retained for two years after the eligibility list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed. *TBS Registration:* 002686 *Bank Number:* CSC PPE 803

Travel and Relocation
Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees. Individuals who wish to access personal information concerning them in this bank must provide their employment location and destination, the approximate date of the trip and any other identifying data that may help to expedite the processing of their requests. *Class of Individuals:* Employees of the institution. *Purpose:* The purpose of this bank is to maintain information regarding travel, relocation and postings of government employees. *Consistent Uses:* To administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims. *Retention and Disposal Standards:* Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled. *TBS Registration:* 002688 *Bank Number:* CSC PPE 805

Tuberculosis Assessment Records
Description: This bank contains some or all of the following types of information: demographic information, past and current medical history including Tuberculosis medical history, Tuberculosis symptoms, documentation of Mantoux skin tests and other information relating to the Correctional Service of Canada's Tuberculosis Prevention and Control Program. Persons seeking access to this information must supply their full name, date of birth and location of the record sought. Applications can be sent either to the Access to Information and Privacy Division of the Correctional Service of Canada (CSC) or of Health Canada, or to the Health Canada occupational nurse. *Class of Individuals:* Past and present employees of the CSC. *Purpose:* The purpose of this bank is to maintain records of all Tuberculosis assessments for employees of the Correctional Service of Canada, to monitor the implementation of Tuberculosis control and prevention activities and provide statistical information for scientific decision making. *Consistent Uses:* Information may be used internally for program management purposes and for purposes of research, planning, evaluation, statistics and for internal audit purposes. Information may also be shared with provincial medical officers of health. *Retention and Disposal Standards:* Records are retained until the employee reaches 75 years, or, if 70 years of age or over, they are retained for five years after the last assessment. Upon expiry of the retention period, some of these records will then be held by the National Archives of Canada for archival purposes and the remainder will be destroyed. *TBS Registration:* 003906 *Bank Number:* CSC PPE 806

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Harassment

Identification and Building-Pass Cards

Incentive Awards
Occupational Safety and Health
Official Languages
Parking
Pay and Benefits
Performance Reviews and Employee Appraisals
Reliability Checks
Security Clearances
Training and Development
Vehicle, Ship, Boat and Aircraft Accidents

Defence Construction Canada
Chapter 39

Particular Banks

Conflict of Interest
Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties. *Class of Individuals:* Departmental employees. *Purpose:* The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest. *Consistent Uses:* To support decisions on transfers, discipline and termination of employment. *Retention and Disposal Standards:* Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed. *PAC Number:* 85-001 *TBS Registration:* 000693 *Bank Number:* DCC PPE 801

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Employee Assistance
Employee Personnel Record
Identification and Building-Pass Cards
Occupational Safety and Health
Official Languages
Parking
Pay and Benefits
Performance Reviews and Employee Appraisals
Security Clearances
Staffing
Training and Development
Travel and Relocation
Vehicle, Ship, Boat and Aircraft Accidents

Department of Finance Canada
Chapter 40

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Conflict of Interest and Post-Employment Code
Discipline
Employee Personnel Record
Employment Equity Program
Grievances
Harassment
Identification and Building-Pass Cards
Occupational Safety and Health
Official Languages
Parking
Pay and Benefits
Performance Reviews and Employee Appraisals
Reliability Checks
Security Clearances
Staffing
Training and Development
Travel and Relocation

Department of Justice Canada
Chapter 41

Particular Banks

Business Resumption Plan
Description: This bank contains departmental employee addresses and phone numbers, Sector emergency plans, and Business Impact Analysis studies. Other records indicate teams plans, generic emergency plans and common procedures. *Class of Individuals:* Departmental employees. *Purpose:* The information is compiled to be used only in an emergency/disaster situation relative to the Department, and will be used to develop teams for the restoration of the essential business function of the Department. *Retention and Disposal Standards:* Records are updated yearly, at which time the names of employees who have left the Department are deleted. *TBS Registration:* 003917 *Bank Number:* JUS PPE 806

Career Management
Description: This Bank contains information provided by employees on their education, work experience, career aspirations, training, secondments or appointments. It also contains other information such as official language test results and appraisal ratings. *Class of Individuals:* Departmental lawyers who occupy positions at levels LA-2B and above. *Purpose:* The information is gathered to facilitate human resource planning and career planning. *Consistent Uses:* The information is used by senior departmental officials and by personnel staff concerned with human resource planning. *Retention and Disposal Standards:* The records will be maintained and updated until such time as the lawyers concerned leave the Department. The records will then be transferred with the employee's files to the new department of employment or to the National Archives of Canada, as circumstances warrant. *PAC Number:* 85-001 *TBS Registration:* 003491 *Bank Number:* JUS PPE 801

Garnishment Registry
Description: This bank contains information on employees who are subject to a garnishment summons under Part I of the Garnishment, Attachment and Pension Diversion Act for a commercial or support debt, that is issued in the National Capital Region. This bank contains court orders, garnishment summonses and administrative documentation identifying individual information. *Class of Individuals:* Employees who are in default of a commercial or family support financial obligation. *Purpose:* To fulfill the Department of Justice's responsibility to administer the Garnishment, Attachment and Pension Diversion Act. *Retention and Disposal Standards:* Records are retained for a period of 21 years. *TBS Registration:* 003511 *Bank Number:* JUS PPE 804

Inventory of Language Capabilities
Description: This bank contains the name, Section and work telephone number of Justice employees who understand, speak, read and/or write a language other than French and English. *Class of Individuals:* Employees of the Department of Justice who agreed to have their name included in the inventory. *Purpose:* To identify employees with specialized language skills who wish to participate in activities requiring other languages (for example, to communicate with foreign visitors, attend meetings with delegations in Canada or abroad). *Retention and Disposal Standards:* Records are updated yearly, at which time the names of employees who have left the Department are deleted. *TBS Registration:* 003678 *Bank Number:* JUS PPE 805

Salary Management System
Description: The Salary Management System is a databank containing personal information for each employee employed by the Department of Justice. The databank contains data on each position within the Department. The data describes for each employee the position number, the status code, the position title, the classification and level, the salary, the bilingual bonus when applicable, and the financial coding. The databank is located in each Administrative Officer's computer and only contains information for those employees employed within their responsibility centre(s). A corporate database containing consolidated information for the full department is also located centrally in the Corporate Managment Sector. *Class of Individuals:* Departmental employees. *Purpose:* The Salary Management System is a forecasting tool to assist managers manage their salary and FTE (full time equivalent) resources for the current fiscal year. *Retention and Disposal Standards:* Data is in accordance with the General Retention Disposal Schedules of the Government of Canada. *TBS Registration:* 003510 *Bank Number:* JUS PPE 803

Standard Banks
Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards
Incentive Awards
Occupational Safety and Health
Official Languages
Parking
Pay and Benefits
Performance Reviews and Employee Appraisals
Reliability Checks
Security Clearances
Staffing
Training and Development
Travel and Relocation
Vehicle, Ship, Boat and Aircraft Accidents

Environment Canada
Chapter 42

Standard Banks
Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Conflict of Interest and Post-Employment Code
Discipline
Employee Assistance
Employee Personnel Record
Grievances
Harassment
Information Disclosures to Investigative Bodies
Occupational Safety and Health
Official Languages
Parking
Pay and Benefits
Performance Reviews and Employee Appraisals
Security Clearances
Staffing
Training and Development
Travel and Relocation
Vehicle, Ship, Boat and Aircraft Accidents

Export Development Corporation
Chapter 43

Particular Banks

Conflict of Interest
Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations, as well as investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties. *Class of Individuals:* Current and former employees who are involved in potential or actual conflicts of interest. *Purpose:* To support the implementation of the Corporate Policy on Standards of Conduct. *Consistent Uses:* To help determine whether a conflict of interest exists and, if so, to find a means of resolving the conflict of interest situation. *Retention and Disposal Standards:* Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed. *TBS Registration:* 000160 *Bank Number:* EDC PPE 810

Employee Career File
Description: This bank contains information on personal characteristics including age, sex, social insurance number (if provided by the employee), employee number, home address, citizenship, education, employment history, career resumes and references, geographical and organizational location, appointments, transfers, salary, promotions and demotions, periods of employment including probationary periods, classification, performance appraisals, discipline, employee assistance, grievances, and may contain notations relating to staffing, training and development, official languages, occupational health and safety, which may also be retained in other banks. Personal information in this bank is also recorded in the computerized Human Resources Information System. *Class of Individuals:* Current and former employees.

Purpose: To record information relevant to an employee's career including appointments, transfers, promotions, demotions, classification, performance, assistance, discipline, grievances and termination of employment. *Consistent Uses:* To support decisions on staffing; pay and benefits; training and development; official languages; occupational health and safety. *Retention and Disposal Standards:* Retained for duration of employment. Following termination, file is combined with Employee Personal File which is retained for one year and then transferred to the control of National Archives of Canada where it held until the individual has reached the age of 70, or until one year after death, provided two years have elapsed since the last administrative action. It may also be retained permanently if judged to be of historical value. *TBS Registration:* 000151 *Bank Number:* EDC PPE 801

Employee Personal File

Description: This bank contains information on personal characteristics including age, sex, social insurance number, provincial medicare number, employee number, marital status, disability, home address and telephone number, and correspondence related to recruitment and termination, pay and allowances, deductions and benefits, superannuation, attendance and leave, employment equity status if applicable, and physicians' certificates associated with sick leave. Other supporting documentation includes copies of birth certificates of employees, spouses and their children; marriage and death certificates; the name of persons to contact in case of an emergency; banking information for salary deposits; and designation of beneficiary cards. Personal information in this bank is also recorded in the computerized Human Resources Information System. *Class of Individuals:* Current and former employees. *Purpose:* To provide documentation and authorization of recruitment, termination and superannuation, as well as on employment equity, attendance and leave, disbursement of salary and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. *Consistent Uses:* To authenticate decisions on engagement and termination; attendance and leave; pay, allowances and benefits; superannuation; and to enable audit and reconciliation of payroll accounts. The social insurance number is collected under the authority of the Income Tax Act. It is used as an identifier for employment, superannuation, pay and benefits purposes, and is provided along with other information to Revenue Canada for income tax purposes, to Supply and Services Canada for superannuation purposes, to Health and Welfare Canada for pension purposes, to the Public Service Commission and other government institutions for facilitating continuation of employment, to provincial governments for income tax and medicare purposes, and to group insurers for long-term disability claim purposes. Information is also disclosed to a financial institution to facilitate the issuing of salary cheques and to Employment and Immigration Canada, notably with regard to terminated employees in accordance with the Unemployment Insurance Act and Regulations. *Retention and Disposal Standards:* Records are retained for the duration of employment. Following termination, they are retained for one year and then transferred to the control of National Archives of Canada where they are held until the individual reaches the age of 70, or until one year after death provided two years have elapsed since the last administrative action. They may also be retained permanently if judged to be of historical value. *TBS Registration:* 000152 *Bank Number:* EDC PPE 802

Identification and Building-Pass Cards

Description: This bank contains photographs, identification forms and correspondence related to the issuance of identification and building-pass cards. *Class of Individuals:* Current and former employees. *Purpose:* To issue identification and building-pass cards. *Retention and Disposal Standards:* Two years after expiry of identification and building-pass cards, after which the records are destroyed. *TBS Registration:* 000161 *Bank Number:* EDC PPE 809

Occupational Health and Safety

Description: This bank contains accident and occupational injury or illness investigation reports and related correspondence as well as copies of the Supervisor's Accident Investigation Report, which is retained in the appropriate responsibility centre. The reports contain personal information about injured employees, including age, sex, marital status, social insurance number, home address, salary and employment as required by Human Resources Development Canada. First aid treatment records are retained in accordance with Treasury Board policy. Records including medical documents about individuals, claims for compensation, related correspondence and records of sums of money paid are held by Human Resources Development Canada. *Class of Individuals:* Current and former employees. *Purpose:* To record safety and health details and causes of accidents/injuries for accident prevention and health protection purposes and to enable the effective administration of the health and safety program. *Consistent Uses:* To support decisions relating to worker's compensation and injury-on-duty leave; to act as a means of preventing injuries and illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work; to establish that individuals subject to certain identified occupational risks are able to continue working without detriment to their health or safety or that of others; and to establish the conditions under which certain individuals with identified illnesses or disabilities are able to continue to work under controlled conditions. The social insurance number is collected under the authority of the Income Tax Act and is included in accident reports submitted to Human Resources Development Canada. *Retention and Disposal Standards:* Five years for first aid treatment records; ten years for accident and occupational illness or injury investigation reports and related correspondence, as well as the supervisor's accident investigation report, after

which the records are destroyed. Records held by Human Resources Development Canada are retained for the periods specified in the relevant bank description. *TBS Registration:* 000156 *Bank Number:* EDC PPE 806

Official Languages
Description: This bank contains course enrolment and attendance information; language training applications containing basic personal data such as first official language, date of birth and social insurance number for identification purposes; language knowledge examination scores; and correspondence about the official language qualifications of employees. Language examination and exemption records are attached to the Employee Career File. Personal information in this bank is also recorded in the computerized Human Resources Information System. *Class of Individuals:* Current and former employees. *Purpose:* To document and support decisions pertaining to official language training and language testing as well as to document the language training needs and accomplishments of employees. *Consistent Uses:* To support and document decisions concerning individual employees on staffing, transfers, and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of the official languages program. The social insurance number is collected under the authority of the Income Tax Act. It is used as an identifier in connection with the language training of employees and is provided to the Public Service Commission and Treasury Board Secretariat as required. *Retention and Disposal Standards:* Two years following the date of last documentation, after which the records are destroyed. *TBS Registration:* 000155 *Bank Number:* EDC PPE 805

Parking
Description: This bank contains permit applications and correspondence about parking of motor vehicles on Corporation-leased property. Records for deductions for payment of parking fees are also included in the pay and benefits records retained on the Employee Personal File. Personal information contained in this bank is also recorded in the computerized Human Resources Information and Administration Information Systems. *Class of Individuals:* Current and former employees who have applied for parking permits. *Purpose:* To support the administration of parking privileges. *Consistent Uses:* To control the issuing and revocation of parking permits and to facilitate the deduction of parking fees from salaries. *Retention and Disposal Standards:* Two years after the permit expires, after which the records are destroyed. *TBS Registration:* 000159 *Bank Number:* EDC PPE 808

Security Clearances
Description: This bank contains personal histories; summaries of Canadian Security Intelligence Service (CSIS) investigations; fingerprint cards; criminal histories; security briefings and correspondence related to the security clearances of employees. (Details of CSIS investigations are maintained in the CSIS Security Assessment bank SIS PPU 005). *Class of Individuals:* Current and former employees. *Purpose:* To determine the level of security clearance and to provide information for the administration of government security measures. In making decisions on levels of clearance, institutions may refer to the information contained in this bank only and not to investigative information contained in the CSIS's Security Clearance Records Bank. *Consistent Uses:* To support decisions on staffing, transfers, promotions, discipline and termination of employment. *Retention and Disposal Standards:* Two years after an employee leaves the institution for which the clearance was done, after which the records are destroyed. *TBS Registration:* 000157 *Bank Number:* EDC PPE 807

Staffing
Description: This bank contains staffing requests; position descriptions; salary ranges; selection profiles; candidates' applications; evaluation notes from staffing boards; examination papers and test results; offers of employment; notices to candidates and correspondence concerning staffing by various processes, including human resources inventory searches. Records in the bank contain a variety of personal information such as education levels and professional qualifications, and may contain the age, sex and social insurance number, if provided by the candidate. *Class of Individuals:* Employee applicants. *Purpose:* To select candidates and staff positions. *Retention and Disposal Standards:* Records are retained for two years after staffing action has been completed or two years have elapsed after any other administrative action, after which the records are destroyed. Records pertaining to successful applicants are retained on the Employee Personal File and Employee Career File. *TBS Registration:* 000153 *Bank Number:* EDC PPE 803

Training and Development
Description: This bank contains personal data including course applications and evaluations; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities sponsored by the government and operated by non-government organizations, which may require the use of the social insurance number. Participation and achievement records are attached to the Employee Career File and information on an employee's needs for individual development related to performance may be contained in the Performance Appraisal Form retained on the Employee Career File. Personal information in this bank is also recorded in the computerized Human Resources Information System. *Class of Individuals:* Current and former employees. *Purpose:* To approve and record the participation of employees in training and development activities. *Consistent Uses:* To support decisions on pay and benefits, attendance and leave, transfers, promotions and performance appraisals. The social insurance number is collected under the authority of the Income Tax Act. It may be used as an identifier when required in connection

with the training and development of employees. *Retention and Disposal Standards:* Two years after completion of the particular training and development undertaken by an employee, after which the records are destroyed. *TBS Registration:* 000154 *Bank Number:* EDC PPE 804

Travel and Relocation
Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees. It relates to current and former employees. The purpose of this bank is to maintain information regarding travel, relocation and postings of employees. The bank is used to administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims. Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled. *PAC Number:* 85-001 *Bank Number:* EDC PPE 811

Farm Credit Corporation Canada
Chapter 44

Particular Banks

Conflict of Interest
Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties. *Class of Individuals:* Departmental employees. *Purpose:* The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest. *Consistent Uses:* To support decisions on transfers, discipline and termination of employment. *Retention and Disposal Standards:* Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed. *PAC Number:* 85-001 *TBS Registration:* 001626 *Bank Number:* FCC PPE 801

Employment Equity Program
Description: This bank contains information on target group employees. Respondents are asked to identify, by means of a questionnaire, whether they are of native origin, if they have a continuing or permanent physical disability, or form part of a visible minority group. *Purpose:* This bank provides documentation for the implementation of the Employment Equity Act. Data are collected to provide a comprehensive picture of employees by target group status (i.e. women, aboriginal people, physically or mentally disabled persons and visible minority groups). This information is used to compile a profile of employees and to compare the situation of target group members with non-target group members, within FCC and with their counterparts in the general labour market. The employee number may be used to link information in this bank with that in another bank containing employee information (i.e. Human Resources Data Base) in order to obtain statistical information, where the security of such information would be consistent with the uses for which the personal information was collected. *Consistent Uses:* The information gathered will be used for institutional purposes in the Corporation's Employment Equity Program to identify and eliminate systematic discrimination in employment and to introduce temporary special measures to ensure target group participation and equitable representation. It may also be used for policy and planning purposes related to employment equity. *Retention and Disposal Standards:* The disposal criteria for this bank are yet to be established, but these records will be retained for a period of at least three years after the year in respect of which a report is made. *PAC Number:* 85-001 *TBS Registration:* 002803 *Bank Number:* FCC PPE 802

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Discipline

Employee Assistance

Employee Personnel Record

Grievances

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Security Clearances

Staffing

Training and Development

Travel and Relocation

Federal Office of Regional Development (Quebec)

Chapter 45

Particular Banks

Assignment Program

Description: This bank may contain résumés, appraisals, assignment agreements, references, interview information, referral results, employee requests for assignment forms and general correspondence. *Class of Individuals:* Federal government and FORD(Q)'s employees who have requested a department assignment. *Purpose:* The information will be used to maintain an inventory of employees interested in an assignment or vacancy and to register the agreements. *Retention and Disposal Standards:* Records are retained for a period of two years after completion of an assignment. *TBS Registration:* 003888 *Bank Number:* FRQ PPE 815

Interdepartmental Secondment

Description: This bank contains information on employees on secondment assignment from other departments such as names, curriculum vitaes, secondment agreements, approval of agreements. *Class of Individuals:* Employees on secondments with FORD(Q) and other Departments. *Purpose:* To monitor and to ensure that all facts on the agreement are respected. *Retention and Disposal Standards:* This information is kept for three years after completion on secondment agreement. *TBS Registration:* 003223 *Bank Number:* FRQ PPE 805

Request for Transfer File

Description: The bank contains transfer requests from individuals from within FORD(Q) and outside departments. Records may contain personal résumés which may include age, sex, education levels and social insurance number. Performance appraisals may also be included. *Class of Individuals:* Employees of FORD(Q) and outside departments. *Purpose:* To provide a record of information used in staffing positions in a government institution. *Retention and Disposal Standards:* Records are kept for a period of two years after which they are destroyed. *TBS Registration:* 003224 *Bank Number:* FRQ PPE 810

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Occupational Safety and Health

Official Languages

Pay and Benefits

Performance Reviews and Employee Appraisals

Staffing

Training and Development

Fisheries and Oceans Canada

Chapter 46

Particular Banks

Attendance and Leave

Description: The bank contains information on all approved leave requests and monthly attendance reports and notes including physician certificate forms justifying absences. *Class of Individuals:* The information relates to departmental employees. *Purpose:* The information is obtained for the administration of employee attendance and leave. *Consistent Uses:* Verification of absences against leave credits, salary payments against attendance reports, recording of leave on annual leave report form and to evaluate use of leave and rates of absenteeism. *Retention and Disposal Standards:* The records are destroyed one year after expiry of fiscal year. *PAC Number:* 85-001 *TBS Registration:* 000628 *Bank Number:* DFO PPE 805

Harbour Managers

Description: Contains information on Harbour Managers appointed by the Minister, as to date of appointment (and cancellation) and remuneration for services performed. Note: With the exception of 39 PY's in the Pacific Region, the remainder receive remuneration based on a percentage of the revenue collected at the harbour and the extent of other related duties. Contains information on Harbour Managers appointed by the Minister. File on each Harbour Manager contains information as to name, address, phone number, identification number and badge number. Harbour Managers may also be appointed by the Minister in accordance with the Fishing and Recreational

Harbours Act. Active and historical information from this bank is required for administration purposes. Harbour Managers are also designated as Enforcement Officers, in accordance with the Act. They provide on-site management, collect revenue and enforce the Act and Regulations. The information is used for audit purposes and occasionally for Court action, resulting from clients disobeying directions or not paying for berthing or other services. The retention and disposal of information in this bank is to be determined with departmental records management and National Archives of Canada. *Class of Individuals:* Harbour Managers *Purpose:* Provide on — site management, collect revenue and enforce the Act and Regulations. *Consistent Uses:* The infomation is used for audit purposes and occasionnally for Court action, resulting from clients disobeying directions or not paying berthing or other services. *Retention and Disposal Standards:* Is determined with departmental records management and National Archives of Canada. *PAC Number:* 85-001 *TBS Registration:* 000640 *Bank Number:* DFO PPE 801

National Priority Clearance and Liaison Service
Description: This bank contains information regarding the staffing/redeployment of priority persons in the department. It contains information related to the candidates and positions for which they were considered. This information relates to all employees of DFO whose position has been identified as surplus. When staffing a position in DFO, this inventory is accessed to ensure priority persons are given due consideration for redeployment. The bank information may also be used for other related administrative purposes. Statistical reports to Central Agencies (PSC & TBS) and bargaining agents are also compiled from this bank. The retention and disposal standards have yet to be determined. *Class of Individuals:* It contains information related to the candidates and positions for which they were considered. This information relates to all employees of DFO whose position has been identified as surplus. *Purpose:* This inventory is accessed to ensure priority persons are given due consideration for redeployment. The bank information may also be used for other related administrative purposes. *Retention and Disposal Standards:* Has yet to be determined. *TBS Registration:* 003625 *Bank Number:* DFO PPE 802

Performance Reviews and Employee Appraisals
Description: Contains information regarding the level of performance of individual employees in terms of skills, abilities, and accomplishments. Files contain copies of annual PRAR reports which contain employee evaluations, summaries of performance reviews, abilities and characteristics, objectives, training and development. *Class of Individuals:* All employees in the executive group (EX) and employees falling under merit/performance pay plans (except PE's). *Purpose:* As employees are subject to merit/performance pay plans, their performance evaluations must be kept since they are an important element in determining their annual salary rate. Performance quotas have to be met and statistical information has to be produced. Therefore, easy access to performance evaluations is a must. *Consistent Uses:* Determination of annual salary and identification of training and development needs. *Retention and Disposal Standards:* Files are destroyed once employees terminate employment with the Department. *PAC Number:* 85-001 *TBS Registration:* 000635 *Bank Number:* DFO PPE 807

Staffing (II)
Description: This bank contains general documentation related to specific positions (up to EX) and specific documentation related to individual performance as a result of competitions. The information includes application form, resume, appraisal, assessment, board report, eligible lists, conflict of interest and agreement to become bilingual. *Class of Individuals:* Applicants competing or being given consideration for a position. *Purpose:* The purpose of this bank is to assess applicants for positions. *Consistent Uses:* Information used during competitive process and appointments from eligible lists when established. May also be used at an appeal hearing or during an investigation. *Retention and Disposal Standards:* Records are retained for three years in department. *PAC Number:* 85-001 *TBS Registration:* 001742 *Bank Number:* DFO PPE 804

Staffing and Employment Transition — Executive Group (I)
Description: Contains general information regarding the staffing and downsizing of executive group positions in the Department, and information related to the position being staffed, the candidates and the successful candidate and of the departure of executives. General documentation related to specific positions (up to EX-5). *Class of Individuals:* Employees at the EX levels; applicants from feeder groups competing or being given consideration for a position. *Purpose:* When staffing or abolishing a position in the public service, a file has to be prepared for reference and audit purposes. *Consistent Uses:* Information used during competitive process. *Retention and Disposal Standards:* Records are retained for three years. *PAC Number:* 85-001 *TBS Registration:* 000627 *Bank Number:* DFO PPE 803

Training and Development
Description: Contains personal data including course application; personal record identifier (PRI); records of fee payments and correspondence related to participation of employees in training activities sponsored by both government and non-government organizations; departmental training records for in-house courses (data on employees who have attended including PRI); information required for central agency reporting purposes including forms (training — expenditure, and training — human resource reports) detailing resources expended (financial and human) in the provision of training; individual records on employees who are on extended educational leave, CAP and the Management Trainee Program. These banks (files) include resumes, performance reviews, return

of service undertaking agreements and forms indicating management approval; inventory of training/authorization forms; inventory of CAP participants; inventory of interchange participants; inventory of educational/leave participants; and inventory of professional development leave participants. *Class of Individuals:* Employees of the Department of Fisheries and Oceans and other public servants who have either attended DFO courses or who have acted as instructors in DFO courses. *Purpose:* To provide documentation for the administration of training and development programs within the Department of Fisheries and Oceans; administrative focal point with central agencies on TDIS and development programs; and submission of cases for review by the Human Resource Committee. *Consistent Uses:* To register employees on courses and maintain a record of courses taken; to enable follow-up concerning payment and provide Treasury Board with information relating to training activities; to provide management with information concerning employee training taken and planned training activities. *Retention and Disposal Standards:* Training forms retained until the end of the year and then sent to registry. *PAC Number:* 85-001 *TBS Registration:* 000630 *Bank Number:* DFO PPE 806

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Conflict of Interest and Post-Employment Code

Employee Personnel Record

Employment Equity Program

Grievances

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Security Clearances

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Foreign Affairs and International Trade Canada

Chapter 47

Central Banks

Personnel Administration: Non-Foreign Affairs Appointments

Description: The bank contains records pertaining to individuals who have been posted to a mission abroad. The information in the bank relates to the appointment, personal characteristics and administrative posting arrangements for the individual. *Class of Individuals:* Federal government employees who are not employees of the Department of Foreign Affairs and International Trade (DFAIT)who have been posted to a mission abroad. *Purpose:* The purpose of this bank is to retain information relevant to the policies and procedures concerning the posting to a Canadian diplomatic mission abroad of federal government employees other than employees of DFAIT. *Retention and Disposal Standards:* Information is retained in the bank for two years after the completion of the individual's posting and then destroyed. *TBS Registration:* 000350 *Bank Number:* EAC PCE 701

Particular Banks

In 1990, the Department commenced the development of a comprehensive electronic database of personal information banks related to both non-rotational and rotational departmental personnel. The system, known as INFONNEL (Information/Personnel), is to incorporate existing data banks into one system but continue to limit access to specific data on a need-to-know basis. The integrated database is required for efficient administration particularly of the rotational service. Affected banks, as they apply to rotational personnel, are EAC PPE 802, EAC PPE 803, EAC PPE 804, EAC PPE 805, EAC PPE 806, EAC PPU 045, Standard Banks EAC PSE 901, PSE 902, PSE-903, PSE 904, PSE 910, PSE 911, PSE 913, PSE 915; the label «INFONNEL» follows the individual bank title.

Department of Foreign Affairs and International Trade: Security and Personal Safety of Employees

Description: This bank contains detailed information concerning each Canadian mission abroad, including records covering the various facets of security of personnel, information and Canadian Government property. Information in the bank is provided by federal government employees and third-party sources in Canada and abroad. Individual employees would be mentioned only incidentally, for instance as the source of information and would not be the reason for assembling material in this bank. *Class of Individuals:* Canadian government employees who have been assigned to a Canadian mission abroad. *Purpose:* The purpose of this bank is to retain detailed information concerning each Canadian mission abroad, including records covering the various facets of security of personnel, information and Canadian Government property. *Retention and Disposal*

Standards: These records are retained indefinitely. *TBS Registration:* 000352 *Bank Number:* EAC PPE 802

Employment Equity Program
Description: The bank contains personal information on employees such as education, work history and career aspirations, training and development, which is collected by means of questionnaires and/or interviews or compiled from employees' files or automated data systems. Respondents are asked to identify whether they are a native person, if they have a persistent disability, or form part of a visible minority. The social insurance number or an employee number may be used to identify employees in instances where government institutions are not able to employ an anonymous questionnaire as well as when these identifiers are required to locate employee records. *Class of Individuals:* Departmental employees. *Purpose:* This bank provides documentation for the implementation of the employment equity policy in government institutions falling under the Public Service Staff Relations Act, Part 1, Schedule 1. Data is collected to provide a comprehensive picture of employees by sex and by target group status (e.g. women, aboriginal peoples, physically or mentally handicapped persons, and members of visible minorities). This information is used to compile a personnel profile of employees and to compare the situation of target group members with non-target group members within a government institution and with their counterparts in the general labour market. The social insurance number or employee number may be used to link information in this bank with that in another bank containing employee information (e.g. the Personnel Management Information System) in order to obtain statistical information, where the securing of such information would be consistent with the uses for which the personal information was collected. *Consistent Uses:* The information gathered will be used for institutional purposes in the government's employment equity program to identify and eliminate systemic discrimination in employment, to monitor the progress of the program and to introduce temporary special measures to ensure that target groups participate in and are equitably represented in the federal public service. It may also be used for policy and planning purposes related to employment equity. *Retention and Disposal Standards:* The disposal criteria for this bank are to be established. *TBS Registration:* 000370 *Bank Number:* EAC PPE 805

Official Languages
Description: This bank contains course enrolment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; Second Language Evaluation (SLE) scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also contain duplicate input forms for the Official Languages Information System (OLIS) and the Language Training Module (LTM). Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat. *Class of Individuals:* Departmental employees. *Purpose:* The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal Public Service, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees. *Consistent Uses:* To support and document decisions concerning individual employees on staffing, entitlement to bilingual bonus, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs. Access to this data bank is bilingual. *Retention and Disposal Standards:* Two years after last documentation the records are destroyed. *TBS Registration:* 000358 *Bank Number:* EAC PPE 803

Performance Reviews and Employee Appraisals
Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities,accomplishments and interests. *Class of Individuals:* Departmental employees. *Purpose:* The purpose of this bank is to maintain information regarding the level of performance of individual employees within government institutions, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation. *Consistent Uses:* To support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment. *Retention and Disposal Standards:* For executive level and rotational officers, reviews are kept for the duration of employment and then transferred to the National Archives of Canada. Records are retained ten years for employees in the Management Resources Information System and three years for all other employees, after which the records are destroyed. *TBS Registration:* 000364 *Bank Number:* EAC PPE 804

Personnel Administration — Locally-Engaged Staff
Description: The bank contains appointments, appraisals, classification, geographic location, pay, pension, separation, training and travel of locally-engaged staff at Canadian missions abroad. *Class of Individuals:* Individuals who have been employed as locally-engaged staff at Canadian missions abroad. *Purpose:* The purpose of this bank is to retain information relating to the administration of staff engaged by Canadian missions in the countries where the missions are located. *Retention and Disposal Standards:* Records at the mission are destroyed six months after the employee leaves the service of the mission; records at Ottawa headquarters are retained and disposed of in accordance with normal

departmental policy for personnel records. *TBS Registration:* 000351 *Bank Number:* EAC PPE 801

Training and Development
Description: This bank contains personal data including course applications and evaluations; social insurance number; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank. *Class of Individuals:* The bank concerns employees of the institution. *Purpose:* The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions. *Consistent Uses:* It is used to approve and register the participation of employees in training and development activities and to certify the achievements of employees. *Retention and Disposal Standards:* Records are retained for the duration of employment plus one year until employee personnel records are automated, at which time records beyond three years will be destroyed. *TBS Registration:* 002507 *Bank Number:* EAC PPE 806

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Parking

Pay and Benefits

Security Clearances

Staffing

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Freshwater Fish Marketing Corporation

Chapter 48

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Incentive Awards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Great Lakes Pilotage Authority Canada
Chapter 49

Particular Banks

Employee Personnel Files
Description: These files maintain a general record of information on individuals who are employees of the Authority and may contain the following: Attendance and Leave; Discipline; Grievances; Identification and Building-Pass Cards; Official Languages; Performance Review and Employee Appraisals; Staffing; Training and Development; Travel and Relocation. ***Retention and Disposal Standards:*** The retention period is seven years. Access to these files will require a name and address. *TBS Registration:* 002998 *Bank Number:* GLP PPE 805

Order-In-Council Appointments
Description: Information in this bank includes the curricula vitae of members, Orders-in-Council appointing them to the Board, correspondence, travel expense claims. *Purpose:* Information is used in the completion of travel documentation and for remuneration of members. *Retention and Disposal Standards:* Files are retained of seven years. *TBS Registration:* 002999 *Bank Number:* GLP PPE 810

Register of Pilots
Description: The purpose of this bank is to retain a register of employee certificates and qualifications for employee pilots required under the Pilotage Act. It contains information on physical characteristics, licences, certificates, and pilots' accidents and incidents. Files are retained indefinitely. *Bank Number:* GLP PPE 801

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Employee Personnel Record

Pay and Benefits

Hazardous Materials Information Review Commission
Chapter 50

Particular Banks

Managerial and Confidential Exclusions
Description: This bank contains individual employee data related to exclusions. It includes effective dates of exclusion, bargaining unit identification, position number and title, employee group and level and the rationale on which the employee was excluded. ***Class of Individuals:*** Employees of the Hazardous Materials Information Review Commission. *Purpose:* The purpose of this bank is to maintain a complete listing of all managerial and confidential exclusions in the Commission and is the only official record of exclusion status. *Retention and Disposal Standards:* Notice of acceptance or objection is retained for three years and exclusion files for five years. *TBS Registration:* 002881 *Bank Number:* HMI PPE 805

Person-Year Utilization System
Description: This bank contains the name of each employee on strength, at the end of the reporting period, together with their classification and date of employment. This information is used to verify the correct identity of individuals and to link the information in this bank with that from the CCAC Personnel Information System. ***Class of Individuals:*** The information relates to employees of the Commission. *Purpose:* The purpose of this bank is to calculate person-year utilization, which is used for internal management information purposes and in the annual reporting to Treasury Board. *Retention and Disposal Standards:* These files are retained for two years. *TBS Registration:* 002883 *Bank Number:* HMI PPE 810

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Employee Personnel Record

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Reliability Checks

Security Clearances

Staffing

Training and Development

Travel and Relocation

Health Canada
Chapter 51

Central Banks

Health Unit Files
Description: This bank contains some or all of the following types of information: emergency treatment, return to work visits, examinations, counselling, troubled employee counselling, referral and audiogram reports. Persons seeking access to this bank must supply their full name, date of birth and location of the record sought. *Class of Individuals:* Federal public servants. *Purpose:* The purpose of this bank is to maintain records of all health unit consultations including emergency treatment, return to work visits, counselling and referrals, examinations and troubled employee referrals. The information is also used to perform occupational health monitoring. *Consistent Uses:* Information may be used internally for program management purposes and for purposes of research, planning, evaluation, statistics and for internal audit purposes. Information also related to HWC PCE 701. *Retention and Disposal Standards:* Records are retained until the employee reaches age 75, or if 70 years of age or over, they are retained five years after the last examination. Upon expiry of the retention period, some of these records will then be preserved by the National Archives of Canada for archival purposes and the remainder destroyed. *PAC Number:* 77437/607107 *TBS Registration:* 002747 *Bank Number:* HCan PCE 703

Medical Records
Description: This bank contains some or all of the following types of information: medical, psychiatric, psychological and consultant's reports, findings and assessments, laboratory tests and reports, x-rays, and treatment and counselling reports. Persons seeking access to this information must supply their full name, date of birth and location of the record sought. *Class of Individuals:* Federal public servants, former public servants and prospective public servants. *Purpose:* The purpose of this bank is to maintain occupational health records for federal public servants and prospective public servants including surveillance and maintenance of occupational and environmental health factors, pre-employment, periodic medical and mental health assessments, counselling, first aid and emergency treatment in the work place. The information is used to support medical, mental health, employment and pension decisions/entitlements. *Consistent Uses:* Information may be used internally for program management purposes and for purposes of research, planning, evaluation, statistics and for internal audit purposes. *Retention and Disposal Standards:* Records are retained until the employee reaches age 75 or if 70 years of age or over, they are retained five years after the last examination. Upon expiry of the retention period, some of these records will then be preserved by the National Archives of Canada for archival purposes and the remainder destroyed. *PAC Number:* 577437/638944/607107 *TBS Registration:* 002745 *Bank Number:* HCan PCE 701

Public Service Health Medical Review Board Files
Description: This bank contains some or all of the following types of information: applications, medical reports, medical examination findings, medical and psychological assessments, laboratory reports or x-rays. Persons seeking access to this information bank must supply their full name, date of birth and case file number. *Class of Individuals:* Federal public servants. *Purpose:* The purpose of this bank is to maintain a record of decisions/recommendations on contentious medical cases assessed by the Public Service Health Medical Review Board. *Consistent Uses:* Information may be used internally for program management purposes and for purposes of research, planning, evaluation, statistics and for internal audit purposes. Information also related to HWC PCE 701 *Retention and Disposal Standards:* Records are retained until the employee reaches 75 or if 70 years of age or over, they are retained 5 years after the last examination. Upon expiry of the retention period, some of these records will then be preserved and the remainder destroyed. *PAC Number:* 577437/607107 *TBS Registration:* 002746 *Bank Number:* HCan PCE 702

Particular Banks

Departmental Complaints File (Employees)
Description: Information in this bank includes Canadian Human Rights Act complaints and anti-discrimination complaints forwarded to the Department of National Health and Welfare. *Class of Individuals:* Employees and ex-employees who have registered a complaint to the Canadian Human Rights Commission or Public Service Commission. *Purpose:* Records in the bank apply to all employees of the Department who have filed formal complaints and are used to seek resolution or defence or to decide on a course of action. *Consistent Uses:* The use is consistent with the purpose indicated in part 5. *Retention and Disposal Standards:* The files are kept for two years after the last use for an administrative purpose and are then destroyed. *PAC Number:* 86-001 *TBS Registration:* 002748 *Bank Number:* HCan PPE 801

Garnishment
Description: The bank contains the legal documentation associated with the garnishment of salaries and fees in respect of individuals for whom garnishment action has been taken. *Class of Individuals:* Departmental employees and departmental contractors engaged as an individual under contract for services. *Purpose:* The purpose of this bank is to coordinate and control the

garnishment process, to implement the pay administration aspects and to ensure that the Department responds to Court Orders within the time limits specified in the legislation. *Consistent Uses:* It enables execution of orders of garnishment, attachment or diversion of funds in accordance with the Garnishment, Attachment and Pension Diversion Act. *Retention and Disposal Standards:* The records are retained for two years after the expiry of the fiscal year or last use for an administrative purpose, whichever is later. *PAC Number:* 86-001 *TBS Registration:* 002787 *Bank Number:* HCan PPE 803

Incentive Awards
Description: The bank includes information on public servants who have been nominated for awards under the federal government's Incentive Awards Plan. Such information may include curricula vitae, narratives in support of meritorious contributions related to their duties or practised suggestions for improvement of Public Service operations and completed recommendation reports concerning either the Merit Award or the Suggestion Award. *Class of Individuals:* Public servants who have been nominated for awards under the federal government's Incentive Awards Plan. *Purpose:* To identify individuals who have been nominated for awards under the federal government's Incentive Awards Plan. *Consistent Uses:* The information in this bank is used to establish precedents for awards and to provide an audit trail for the disbursements of funds. *Retention and Disposal Standards:* Individual awards funded by the institution are maintained for 6 years. Files affecting precedence must be transferred to the control of the PAC upon expiry of the retention period. *PAC Number:* 86-001 *TBS Registration:* 002914 *Bank Number:* HCan PPE 810

Management Development Program
Description: This bank contains the name, home and mailing address, telephone number, employee group and level, Social Insurance Number or Personal Record Indicator, educational background, career plans, Employment Equity information, rationale of sponsoring managers nominating applicants, performance appraisals and/or attestations of performance, assessment centre, evaluation results, results of interviews and recommendations of the HPB Selection and Advisory Committee (BSAC) for participation in the Management Development Program and Assignments. *Class of Individuals:* All employees of Health Protection Branch aspiring in the mid to short term to positions in the EX group. *Purpose:* Selection of participants for the Management Development Program. *Consistent Uses:* The information gathered in this bank is used only for the assessment of candidates by the Selection Committee(s). *Retention and Disposal Standards:* Retention for a minimum of two years from the date applicants have been informed of selection results. Files are then destroyed. *TBS Registration:* 003667 *Bank Number:* HCan PPE 815

Managerial and Confidential Exclusions Records
Description: Information in the bank pertains to employees excluded from collective bargaining, and includes date of exclusion, exclusion code, level, group, branch and division. *Class of Individuals:* Records in the bank apply to HWC employees excluded from collective bargaining for managerial or confidential reasons. *Purpose:* The purpose of this information bank is to record data on employees excluded from collective bargaining. *Consistent Uses:* The use is consistent with the purpose indicated in part 5. *Retention and Disposal Standards:* The records are retained for 2 years after the information has been superseded or becomes obsolete and are then destroyed. *PAC Number:* 86-001 *TBS Registration:* 002900 *Bank Number:* HCan PPE 802

Person-Year Accounting and Control System (PYAC)
Description: This bank contains person-year utilization information by individual. The social insurance number is used to verify the correct identity of individuals, and to link the information in this bank with that from the Departmental Personnel Information System. *Class of Individuals:* The information relates to employees of the Department. *Purpose:* The purpose of this bank is to record person-year utilization information, which is used for internal management information purposes and in the annual reporting to Treasury Board. Reporting on person-year utilization is a financial responsibility. *Consistent Uses:* Use of this bank is consistent with the purpose specified in section 5. *Retention and Disposal Standards:* The records are retained for six years and are then destroyed. *PAC Number:* 86-001 *TBS Registration:* 002749 *Bank Number:* HCan PPE 804

Priority Referral and Clearance Centre Files
Description: This bank contains basic personal data, statutory or administrative data, and results of referrals made to managers and/or staffing officers of the Department. *Class of Individuals:* Employees of the institution and persons who have been laid off by the institution. *Purpose:* This bank was created in accordance with sections 29, 30 and 37 of the Public Service Employment Act and sections 33 to 38 of the Public Service Employment Regulations to provide information relating to employees with an administrative or statutory priority for appointment. It exists in accordance with various Public Service Commission policies in order to provide information relating to employees with a priority for appointment. *Consistent Uses:* Use of the bank is consistent with the purpose specified in part 5. *Retention and Disposal Standards:* Hard copy records are retained for five years from the date the employee's priority status is terminated, after which the records are destroyed. Computer files are kept indefinitely. *PAC Number:* 86-001 *TBS Registration:* 002901 *Bank Number:* HCan PPE 805

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Incentive Awards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Security Clearances

Staffing

Training and Development

Travel and Relocation

Historic Sites and Monuments Board of Canada

Chapter 52

Please note: Information on the employees of the Historic Sites and Monuments Board of Canada is held by Canadian Heritage.

Human Resources Development Canada

Chapter 53

Central Banks

Government Employees Compensation Records
Description: Information contained in this bank includes reports of accidents, claims for compensation, supporting medical documents, correspondence and records of amounts of money paid. *Class of Individuals:* Federal and Crown corporation employees. Proof of identification may be required before access is granted. *Purpose:* The purpose of this bank is to record all claims for compensation under the Government Employees Compensation Act. *Consistent Uses:* The files are used to establish validity of claims and to determine workers' compensation entitlement. *Retention and Disposal Standards:* Three years after claim is settled. The complete file is then microfilmed. The microfilm is retained for 100 years. *PAC Number:* 69-089, Amend. 1 *TBS Registration:* 000457 *Bank Number:* HRDC PCE 701

Pilot Project in Disability Management
Description: Information contained in this bank includes information obtained from employees of Correctional Services Canada, Human Resources Development Canada, National Defence, and Public Works and Government Services who participate in the Pilot Project in Disability Management. The information is obtained by the Project's Case Managers in order to develop and implement an employee's individualized return-to-work plan that specifies the responsibilities of the employer, employee, attending physician, and other service providers who may be involved in the employee's rehabilitation and return-to-work process. It may also include a licensed medical practitioner's statement of physical or mental capacities of the individual. *Class of Individuals:* Employees of the participating institutions who have experienced an injury or illness and are being assisted with their workforce reintegration. *Purpose:* The purpose of this bank is to assist Case Managers with pilot testing a Disability Management program that helps prevent disability and assists employees to quickly and safely return to work after an injury or illness. *Consistent Uses:* Information contained in this bank will be used to evaluate the effectiveness of Disability Management and the Pilot Project. *Retention and Disposal Standards:* Information will be retained for no less than two years after the last activity relating to the employee's return to work. *Related to PR#:* HRDC MSC 025 *TBS Registration:* 003410 *Bank Number:* HRDC PCE 705

Particular Banks

Career Planning and Review Inventory
Description: This bank may include the following documents: two or more of the most recent evaluations, the Career Planning Data Sheet, Management Resources Information Summary and a resumé, if available. *Class of Individuals:* Employees in HRDC. *Purpose:* The information in this bank will be used in the Career Planning and Review process, by the members of the Career Planning and Review Committees and for referrals for assignments or secondments by user managers. Members of the committees have access to the information in this bank, through the Human Resources Planning Officer or the Chief, Human Resources Planning, and/or the responsible administrative unit. *Consistent Uses:* The consistent uses of this information may include the creation of staffing inventories to identify candidates who have expressed specific interests to aid in staffing positions as they become available. It may also be used in setting priorities and authorizing training and development to meet identified needs in human resources planning, and for statistical analysis forecasting and internal audits. It may also be provided to private sector survey firm s for evaluation, statistics, research and planning. *Retention and Disposal Standards:* The retention period is five years for managers. *Contact:* Director, Operations Services Division — Quebec, Human Resources, HRDC, Place du Portage, Phase IV, 3rd Floor, Hull, Quebec, K1A 0J9. *TBS Registration:* 002006 *Bank Number:* HRDC PPE 802

Human Resources Planning Information Program (HRPIP)
Description: This computerized bank was developed by managers to assist in the preparation of their Human Resources Planning exercise. It contains information on HRDC positions, employees, staffing action/adjustments, and Training and Development. Position information collected includes the Position number, title, group and level, exclusion indicator, language requirements, unit, reporting relationship (supervisor's position number and title). Employee information includes the Public service start date, birthdate, home address and telephone number, employee type (full-time, part-time, etc.) position title and number, location and telephone number, bilingual capability, employment history , career aspirations, mobility, training and development history (as well as proposed), date of last performance appraisal (as well as a BF for the next due appraisal). The system also keeps track of start/end dates for acting, secondment and assignment situations with an active BF system. Staffing action/adjustment module keeps track of areas which, in the opinion of the manager, will require some action to ensure that operational demands are met; this includes vacancies which are likely to occur due to long-term disability leave, maternity leave, care and nurturing leave, extended vacation leave and any other situation which will require attention. The Training and Development module records available courses, maintains a list of employees identified for each course through the appraisal process, as well as the status of this training (proposed, approved, completed). *Class of Individuals:* Employees of the institution whether indeterminate, term, casual, full-time or part-time. *Purpose:* To assist managers in the preparation of their Human Resources Plans. *Consistent Uses:* To support such personnel functions as human resources planning and development, performance evaluations, training, relocation, employment equity; to produce management reports (e.g. regarding official languages, employment equity, labour supply/demand forecasts, training forecasted/completed, overview of employee age/service (possible retirement projections). Social insurance number is collected and used for non-statutory purposes, until such time as i t can be replaced by HRDC's new Human Resources Employee Identification Number System. *Retention and Disposal Standards:* Retained for a minimum of two years following last action. *TBS Registration:* 003331 *Bank Number:* HRDC PPE 812

Income Security Programs Branch Employee Profile Questionnaire (I.S.P.)
Description: The bank includes information on public servants of the Income Security Programs Branch, containing their name, classification (group & level), first official language and education. *Class of Individuals:* Employees of the Income Security Programs Branch of Human Resources Development Canada. *Purpose:* To identify training needs, in order to plan for appropriate employee training in the future. *Consistent Uses:* Human resource planning. *Retention and Disposal Standards:* Retained for two years after the subject person leaves ISPB, at which time records are destroyed. *Note:* This bank will no longer exist in 1995-1996. *PAC Number:* 86-001 *TBS Registration:* 003121 *Bank Number:* HRDC PPE 815

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Conflict of Interest and Post-Employment Code
Discipline
Employee Assistance
Employee Personnel Record
Employment Equity Program
Grievances
Harassment
Identification and Building-Pass Cards
Occupational Safety and Health
Official Languages
Parking
Pay and Benefits
Performance Reviews and Employee Appraisals
Security Clearances
Staffing
Training and Development
Travel and Relocation

Immigration and Refugee Board
Chapter 54

Particular Banks

Automated Property Access Security — Toronto Front Office
Description: This bank contains information relating to the use of individual identification access numbers. *Class of Individuals:* Employees in the Toronto Front Office only. *Purpose:* The purpose of this bank is to provide a record of the access to Board property. *Consistent Uses:* The information in this bank would be used in the event of a breach in Board security. *Retention and Disposal Standards:* The information is retained for one year and then deleted. In the event that any information is used for an administrative purpose the information used would be retained for two years after the last administrative action and then deleted. *TBS Registration:* 003177 *Bank Number:* IRB PPE 804

Automated Property Access Security — Toronto University Office
Description: This bank contains information relating to the use of individual identification access cards. *Class of Individuals:* Employees in the Toronto University Office only. *Purpose:* The purpose of this bank is to provide a record of the access to Board property. *Consistent Uses:* The information in this bank would be used in the event of a breach in Board security. *Retention and Disposal Standards:* The information is retained indefinitely. In the event that any information is used for an administrative purpose the information used would be retained for two years after the last administrative action and then deleted. *TBS Registration:* 003178 *Bank Number:* IRB PPE 805

Employee Assistance
Description: The Board has a Memorandum of Understanding with Health and Welfare Canada, Public Services Health — Medical Services Branch to provide Employee Assistance Services to all employees and members of the Board. No Employee Assistance Program (EAP) information banks exist within the Board. The NHW EAP Bank contains information treated in a confidential fashion that is relative to IRB employee involvement in EAP; notice of voluntary or mandatory (supervisory work performance related) referral; records of reference to, or reports and correspondence from a health professional or rehabilitation agency; and only non-medical interpretations concerning an employee's work capabilities or limitations. All personal medical data shall be maintained in a medical protected status under the control of the Medical Services Branch, National Health and Welfare. Work relating to work performance deficiencies, absenteeism and disciplinary matters are to be held in the appropriate institutional personal information bank and not held with EAP files. *Class of Individuals:* Employees and Members of the Board. *Purpose:* The purpose of this bank is to record information necessary for the administration of the Employee Assistance Program. To determine the need for employee assistance counselling, referrals for medical evaluations and participation in rehabilitation programs. *Consistent Uses:* To support decisions regarding employee assistance measures. *Retention and Disposal Standards:* Two years following the date of the most recent reference to employee assistance, after which the records are destroyed. *TBS Registration:* 003176 *Bank Number:* IRB PPE 803

Member Tracking System
Description: This information bank contains personal data on members, such as home addresses, telephone numbers, dates of assignments, expiration dates of assignments; and the language spoken by Members. *Class of Individuals:* Members of the Board. *Purpose:* The purpose of this data bank is to keep track of Board Members' appointment and expiration dates. It is also used as the source list of individuals available to hear cases for the Board. *Retention and Disposal Standards:* Records are destroyed two years after the expiry of a Member's term of appointment. *PAC Number:* 85-001 *TBS Registration:* 003174 *Bank Number:* IRB PPE 801

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Conflict of Interest and Post-Employment Code
Discipline
Employee Personnel Record
Employment Equity Program
Grievances
Harassment
Identification and Building-Pass Cards
Incentive Awards
Occupational Safety and Health
Official Languages
Parking
Pay and Benefits
Performance Reviews and Employee Appraisals
Reliability Checks
Security Clearances
Staffing
Training and Development
Travel and Relocation

Indian and Northern Affairs Canada
Chapter 55

Particular Banks

Workforce Adjustment Program
Description: This bank contains personal information on employees who are entitled to a staffing priority (as defined in the Public Service Employment Act) and on those employees given an administrative priority by the Public Service Commission. Personal information includes: educational background; employment history; address; training and development; preferred location of employment within Canada; and willingness to accept lower-level positions. Social insurance numbers may be used to identify employees. This information is collected by means of questionnaires, interviews and curricula vitae. *Class of Individuals:* Departmental employees. *Purpose:* This bank provides documentation to personnel officers in order to facilitate the placement in locations across Canada of those employees currently entitled to a staffing priority within the Public Service of Canada. The bank is also used to support decisions regarding the placement of priority employees in positions within the Department or in other departments and agencies. *Retention and Disposal Standards:* Records are retained for three years after an employee entitled to a staffing priority is placed. *PAC Number:* 85-001 *Related to PR#:* INA HRB 921 *TBS Registration:* 002541 *Bank Number:* INA PPE 801

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Conflict of Interest and Post-Employment Code
Discipline
Employee Assistance
Employee Personnel Record
Employment Equity Program
Grievances
Harassment
Identification and Building-Pass Cards
Incentive Awards
Occupational Safety and Health
Official Languages
Parking
Pay and Benefits
Performance Reviews and Employee Appraisals
Security Clearances
Staffing
Training and Development
Travel and Relocation
Vehicle, Ship, Boat and Aircraft Accidents
Workplace Day Care

Industry Canada
Chapter 56

Central Banks

Client and Functional Community Feedback
Description: this bank includes information such as job categories, employment status and work locations of employees. It also contains personal opinions or views on client satisfaction. *Class of Individuals:* randomly selected Industry Canada employees across Canada with a few from other Federal Departments such as Treasury Board of Canada Secretariat and Public Works and Government Services Canada who use the Coporate Comptroller's Branch products and services. *Purpose:* the purpose of this bank is to support internal Program Review activities within the Corporate Comptroller's Branch, specifically on the efficiency and effectiveness in providing the Branch's products and services. *Consistent Uses:* used to provide statistics which will assist the Corporate Comptroller's Branch to assess its client and functional community satisfaction. It is also used to contribute to formulating policy, planning and operation decisions. *Retention and Disposal Standards:* retained for two years and then destroyed. *TBS Registration:* 003892 *Bank Number:* IC PCE 702

Conflict of Interest Records
Description: This bank contains information regarding the classes of persons referred to in the Conflict of Interest and Post- Employment Code for public office holders. It

contains personal information about their private activities, their assets and liabilities. *Class of Individuals:* Lieutenant governors, ministers, their exempt staff, parliamentary secretaries, Governor in council appointees and full-time ministerial appointees who are or were subject to the Code. *Purpose:* The purpose of this bank is to record information required for the administration of the Conflict of Interest and Post-Employment Code for public office holders. *Consistent Uses:* To establish precedents in administering the Conflict of Interest and Post-Employment Code and to extract and maintain in a public registry that portion of the information which the Code requires to be maintained in that manner. *Retention and Disposal Standards:* Information is generally held in this bank for two years after the individual concerned leaves public office, according to Schedule 5 of the General Records Disposal Schedules of the Government of Canada. *PAC Number:* 86-001 *Related to PR#:* CCA DRG 165 *TBS Registration:* 000130 *Bank Number:* IC PCE 701

Particular Banks

Bank of Mentors

Description: This bank contains personal information on employees, specifically their curriculum vitae, the type of assistance they prefer offering or looking for and the groups of employees the mentor is most comfortable to deal with. The information is collected by means of a questionnaire and/or during the course of an interview. *Class of Individuals:* All employees of the Department. *Purpose:* The purpose of this bank is to coordinate the Department mentoring program. *Consistent Uses:* The information gathered will be used to maximize the compatibility between the mentor and his protege. *Retention and Disposal Standards:* Records will be kept as long as the senior employee is an active mentor or two years after the last administrative action and then destroyed. *PAC Number:* 86/001 *TBS Registration:* 003668 *Bank Number:* IC PPE 807

Brokerage Unit

Description: This bank contains information on employees declared surplus, affected or laid-off. Information usually consists of a letter from the Department to the employee, the employee's curriculum vitae, copies of appraisals, the staffing priority notification form, the language test results (where applicable) and the positions within the Department for which the employees were considered. *Class of Individuals:* Certain employees of Industry Canada. *Purpose:* This bank is used by management for human resource planning and is also used to aid employees in finding alternative employment of assignments. *Consistent Uses:* The information contained in this bank is provided to the Public Service Commission for information and placement purposes; to Treasury Board on request for information purpose. The names of employees and information on placement efforts are provided to Unions for the employees they represent. *Retention and Disposal Standards:* Records are retained for two years after employees' placement or their leaving the public service and are then destroyed. *TBS Registration:* 003347 *Bank Number:* IC PPE 802

Departmental Assignment Program

Description: This bank may contain résumés, appraisals, assignment agreements, references, interview information, referral results, employee requests for assignment forms and general correspondence. *Class of Individuals:* Federal government employees who have requested a departmental assignment. *Purpose:* The information will be used to maintain an inventory of employees interested in an assignment or vacancy. *Consistent Uses:* The information is used to identify interested employees for referral for available assignment opportunities. *Retention and Disposal Standards:* Records are retained for a period of two years after completion of an assignment. *PAC Number:* 86-001 *Related to PR#:* IST IST 921 *TBS Registration:* 002905 *Bank Number:* IC PPE 803

Employee Feedback

Description: This bank includes information such as job categories, employment status and work locations of departmental employees. It also contains employee personal opinions or views on their job satisfaction and work environment. *Class of Individuals:* Industry Canada employees who work in the Corporate Comptroller's Branch, National Capital Region. *Purpose:* The purpose of this bank is to support internal Program Review activities within the Corporate Comptroller's Branch, specifically on the efficiency and effectivenesss in providing the Branch's products and services. *Consistent Uses:* Used to provide statistics which will assist the Corporate Comptroller's Branch to assess its employee satisfaction and work environment. It is also used to contribute to the formulating policy, planning and operation decisions. *Retention and Disposal Standards:* Retained for two years and then destroyed. *PAC Number:* 86/001 *TBS Registration:* 003891 *Bank Number:* IC PPE 813

Employee Reimbursements

Description: The Personal Information Bank will contain names of employees and their home addresses. *Class of Individuals:* Departmental Employees. *Purpose:* To provide the name and mailing addresses of departmental employees so that expense claims refund cheques can be mailed directly to their home from Supply and Services Canada. *Consistent Uses:* This bank of data is for internal use only. No matching activities are applicable. *Retention and Disposal Standards:* Retained for six years and then destroyed. *PAC Number:* 86-001 *Related to PR#:* IST/IST-914 *TBS Registration:* 003218 *Bank Number:* IC PPE 806

Enroute Individual Credit Cards

Description: This bank contains application forms for Enroute credit cards. *Class of Individuals:* Departmental employees. *Purpose:* To provide employees who travel frequently with a government-sponsored personal credit

card to pay for travel services. *Consistent Uses:* Monthly activity reports are used to ensure payments are made by due date. They are also used to identify seriously delinquent accounts when assistance in the collection of the account is requested by Enroute. *Retention and Disposal Standards:* Application forms are retained for two years after the last use of the card. *PAC Number:* 86-001 *TBS Registration:* 002562 *Bank Number:* IC PPE 811

Incentive Awards
Description: The bank includes information on public servants who have been nominated for awards under the federal government's Incentive Awards Plan and the various departmental awards program. Such information may include curricula vitae, performance evaluations, narratives in support of meritorious contributions related to their duties as well as practical suggestions for improvement of public service operations, and completed reports concerning the awards program. *Class of Individuals:* Employees of the Department. *Purpose:* To identify individuals who have been nominated for awards. *Consistent Uses:* The information in this bank is used to establish precedents for awards and to provide an audit trail for the disbursement of funds. *Retention and Disposal Standards:* Records are retained for six years and then destroyed. *PAC Number:* 86-001 *TBS Registration:* 002561 *Bank Number:* IC PPE 812

Ombudsman Program
Description: This bank contains information on employees requesting that certain workplace situations be changed or investigated. Information contained could be "complainant's" name, colleague's or supervisor's name. *Class of Individuals:* Department of Communications employees. *Purpose:* The purpose of this bank is to provide information to allow the Ombudsman to investigate allegations or situations and recommend or mediate solutions where possible. This will be outside the regular grievance/appeal processes. *Retention and Disposal Standards:* Retention and disposal for this bank are to be established. *TBS Registration:* 003003 *Bank Number:* IC PPE 808

PeopleSoft
Description: This data bank contains the following information: sector, branch, name, pri, sex, first official language, classification and employment location. *Class of Individuals:* The data bank is a random selection of approximately 240 employees of Industry Canada (H.Q. and regions). *Purpose:* The bank was created in order to get a random selection of employees representing various groups and levels to whom a questionnaire on recognitiion will be delivered. Once the survey results are compiled and analyzed, the Employee Advisory Board will make recommendations to the Deputy Minister. *Consistent Uses:* The results of the survey will be analyzed to take into considerations whether the respondent is a manager or non-manager, from the region or not, etc., so that the needs of specific gorups of employees are taken into consideration when we prepare the recommendation to the Deputy Minister. The results of the survey (not the questionnaire) may also be used for related needs within the Department or the Public Service. *Retention and Disposal Standards:* Three years after study has ceased or has been implemented. Before disposal, consult the Public Archives of Canada. *PAC Number:* 86/001 *TBS Registration:* 003913 *Bank Number:* IC PPE 815

Personal Information Disclosed to Federal Investigative Bodies
Description: In accordance with subsection 8(4) of the Privacy Act, this bank has been established to retain copies of requests received from authorized federal investigative bodies for personal information pursuant to paragraph 8(2)(e) of the Privacy Act, for the purpose of enforcing a law of Canada or of a province or for carrying out a lawful investigation. *Class of Individuals:* Federal employees about whom requests for personal information have been received pursuant to paragraph 8(2)(e) of the Privacy Act. *Purpose:* The purpose of this bank is to permit the Privacy Commissioner to review disclosures made under the Act to federal investigative bodies. *Retention and Disposal Standards:* Records are retained for two years and then transferred to the National Archives of Canada. *PAC Number:* 86-001 *Related to PR#:* RIE ACC 285 *TBS Registration:* 002012 *Bank Number:* IC PPE 801

Questionnaire: Language of Work
Description: This bank includes information such as language requirements of position and work location of Departmental employees. It also contains employee personal opinions or views on their degree of satisfaction on the use of the official languages at work. *Class of Individuals:* Industry Canada employes who work in the National Capital Region, Montreal and Sault Ste-Marie. *Purpose:* The purpose of this bank is to support the Audit and Evaluation Branch to assess the employees' satisfaction and work environment. *Consistent Uses:* Used to provide statistics which will assist the Audit and Evaluation Branch to assess the employees' satisfaction and work environment. *Retention and Disposal Standards:* Retained for two years and then destroyed. *PAC Number:* 86-001 *TBS Registration:* 003900 *Bank Number:* IC PPE 814

Retirement Financial Modelling
Description: A unique service offered to employees (of certain branches) who are presently over the age of 50 with various years of service who wish to see whether they can afford to retire. It is a Data Bank, using Quatto Pro Program, which will provide information concerning income and expenditure patterns for up to 15 years. Personal information such as salary, pension plans, investments and budget plans, and major expenses are used to create different models which the employee can review in order to make a decision concerning retirement. *Class of Individuals:* Industry Canada employees who

can consider an early retirement. *Purpose:* To create draft financial scenarios to determine if an employee can retire. *Consistent Uses:* To be used only as outlined in the purpose of the bank. *Retention and Disposal Standards:* Draft reports will be the property of the Branch employees utilizing the service. Information contained in the Data Bank spreadsheet will be destroyed after six months (erased from memory and no disks kept by the Consultant). *PAC Number:* 86/001 *TBS Registration:* 003669 *Bank Number:* IC PPE 804

Senior Management Development Information
Description: This bank contains information provided by employees on their education, work experience, career aspirations and training. It also contains information on date of birth, first official language, official language test results and appraisal ratings. *Class of Individuals:* Departmental employees who occupy positions in the executive as well as those at EX-1 and EX-2 levels. *Purpose:* This bank is used to facilitate human resource planning and career planning. *Consistent Uses:* Information will be used be senior departmental officials and by personnel staff concerned with human resource planning. *Retention and Disposal Standards:* Records will be maintained and updated until such time as employees leave the Department when these records will be destroyed or two years after the last administrative action. *TBS Registration:* 002711 *Bank Number:* IC PPE 810

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

International Development Research Centre

Chapter 57

Particular Banks

Human Resources Inventory
Description: This bank maintains an inventory of external applicants for employment at the International Development Research Centre. It includes applications for employment, personal histories, records of qualifications and previous employment, and subsequent correspondence. This bank is used to identify applicants for recruitment purposes. *Class of Individuals:* All applicants requesting employment at IDRC. *Purpose:* The information was compiled to maintain an inventory of applicants for employment at IDRC. *Consistent Uses:* The file is used to screen suitable applicants for new or vacant positions and to categorize suitable applicants for eventual employment. *Retention and Disposal Standards:* Retained for six months after date of reply. *PAC Number:* 86-001 *TBS Registration:* 001153 *Bank Number:* IDR PPE 802

Medical Records
Description: This bank records the medical history of the employees of the International Development Research Centre as well as of family members of staff who are posted overseas. It contains pre-employment examinations, medical histories, reports of physical examinations, results of biochemical tests, X-rays and cardiograms. The files are currently arranged by name in alphabetical order. *Class of Individuals:* All past and present employees of IDRC. *Purpose:* The information was compiled to maintain a medical history record of all past and present employees of the IDRC. *Consistent Uses:* This file is used to record medical examinations of all new employees, to record annual and periodic medical examinations of all employees who travel overseas, and to maintain and update required inoculations of all employees who travel abroad. *Retention and Disposal Standards:* The records are retained for ten years after the termination of employment or the last administrative

action, and are then destroyed. *PAC Number:* 83-002 *TBS Registration:* 001154 *Bank Number:* IDR PPE 803

Official Languages
Description: This bank contains course enrolment and attendance information; language training application for the purposes of identification; language knowledge assessment scores; and correspondence about the official language qualifications of employees. Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat. *Class of Individuals:* Employees of International Development Research Centre. *Purpose:* The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the International Development Research Centre, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees. *Consistent Uses:* To administer the Official Languages Program at the International Development Research Centre. *Retention and Disposal Standards:* Two years after the last documentation, the records are destroyed. *TBS Registration:* 002846 *Bank Number:* IDR PPE 806

Parking
Description: This bank contains permit applications and correspondence about parking of motor vehicles on the International Development Research Centre leased property. Records of payment of parking fees are included in the Employee Personnel Record. *Class of Individuals:* Employees of the International Development Research Centre. *Purpose:* The purpose of this bank is to maintain information for the administration of parking privileges. *Consistent Uses:* To issue parking permits. *Retention and Disposal Standards:* Records are destroyed two years after permit expires. *TBS Registration:* 002844 *Bank Number:* IDR PPE 804

Personnel Records
Description: This bank serves to maintain personal information on individual employees of the International Development Research Centre. It contains information relating to individual awards, dismissals, lay-offs, resignations, retirements, promotions and demotions, attendance, classification, records of earnings, superannuation, insurance, benefits, transfers and postings, language examination exemptions, employment contracts, individual performance appraisals, appeals, grievances, conflict of interest cases, disciplinary action, certificates and diplomas, personal harassment, identification and building passes, training and application for employment. *Class of Individuals:* Employees of IDRC. *Purpose:* The information is compiled to maintain a cumulative record of an individual's employment with the IDRC for the purpose of facilitating personnel administration. *Consistent Uses:* Files are used to maintain a record of each employee's personal history and to maintain a record of employment, classification, pay, appraisals, promotions, leave, superannuation, insurance benefits, appeals, etc. *Retention and Disposal Standards:* Retained by the International Development Research Centre for the duration of employment plus two years, then transferred to the control of the National Archives. The information is destroyed when the individual reaches the age of 70, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. Records of individuals, if judged by the National Archivist of Canada to be of historical interest or archival value, are retained permanently by the National Archives of Canada. Information relating to individual performance appraisals, appeals, grievances, conflict of interest cases, personal harassment, identification and building passes, training and application for employment, is retained by the International Development Research Centre for a period of five years after employment termination, and then destroyed. *PAC Number:* 86-001 *TBS Registration:* 001152 *Bank Number:* IDR PPE 801

Travel and Relocation
Description: This bank contains authorizations, advances, claims receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees. *Class of Individuals:* Employees of the International Development Research Centre. *Purpose:* The purpose of this bank is to maintain information regarding travel, relocation and postings of employees of the International Development Research Centre. *Consistent Uses:* To administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances, and claims. *Retention and Disposal Standards:* Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled. *TBS Registration:* 002845 *Bank Number:* IDR PPE 805

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Security Clearances

Laurentian Pilotage Authority Canada
Chapter 58

Particular Banks

Register of Pilots employed by the Authority
Description: this contains information on physical characteristics, licences, certificates and marine incidents. *Class of Individuals:* pilots and apprentice pilots from the Laurentian Pilotage Authority. *Purpose:* retain a register of certificates and qualifications required under the Pilotage Act. *Retention and Disposal Standards:* files are retained in our office two (2) years from the date which the pilots or apprentice pilots cease to be employed and then are sent to the National Archives. *TBS Registration:* 003684 *Bank Number:* LPA PPE 801

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Discipline
Employee Personnel Record
Grievances
Identification and Building-Pass Cards
Occupational Safety and Health
Official Languages
Parking
Pay and Benefits
Performance Reviews and Employee Appraisals
Staffing
Training and Development
Travel and Relocation

Medical Research Council of Canada
Chapter 59

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Conflict of Interest and Post-Employment Code
Discipline
Employee Personnel Record
Grievances
Harassment
Identification and Building-Pass Cards
Occupational Safety and Health
Official Languages
Parking
Pay and Benefits
Performance Reviews and Employee Appraisals
Reliability Checks
Security Clearances
Staffing
Training and Development
Travel and Relocation

National Archives of Canada
Chapter 60

Central Banks

Former Civilian Employees — DSS Superannuation Record
Description: Contains records created by the Department of Supply and Services to record all transactions affecting pensionable status under the Public Service Superannuation Act. Former employees seeking access to these records should provide their full given names and surname (as well as maiden name where applicable), date of birth and periods of employment. *Class of Individuals:* Former civilian employees of the federal government. *Purpose:* To assess eligibility to contribute, to calculate cost of prior service and to calculate benefits. *Retention and Disposal Standards:* Records are retained until the former employee reaches 80 years of age. Some of these records will then be preserved by the National Archives of Canada for archival purposes and the remainder destroyed. *PAC Number:* 85-012 *Related to PR#:* PAC NPR 170 *TBS Registration:* 000556 *Bank Number:* PAC PCE 704

Former Civilian Employees — National Health and Welfare Medical Records
Description: Contains records created by National Health and Welfare to record health examinations. Former employees seeking access to these records should provide their full given names and surname (as well as maiden name where applicable), date of birth and periods of employment. *Class of Individuals:* Former civilian employees of the federal government. *Purpose:* For health and statistical purposes such as job placement, retirement, sick leave, etc., and other purposes as defined by the Public Service Superannuation Act and other legislation. *Retention and Disposal Standards:* Records are retained until the former employee reaches 80 years of age. Some of these records will then be preserved by the National Archives of Canada for archival purposes and the remainder destroyed. *PAC Number:* 85-012 *Related to PR#:* PAC NPR 170 *TBS Registration:* 000557 *Bank Number:* PAC PCE 705

Former Civilian Employees — Personnel Record
Description: Contains personal information similar to or the same as that described in the Standard Employee Banks listed in the Personal Information Index. Former employees seeking access to these records should provide their full given names and surname (as well as maiden name where applicable), date of birth and periods of employment. *Class of Individuals:* Former civilian employees of the federal government. *Purpose:* To verify decisions concerning employees, to determine any employee benefits which may still result from previous employment and to document a new personnel record in the case of re-employment. *Retention and Disposal Standards:* Records are retained until the former employee reaches 80 years of age. Some of these records will then be preserved by the National Archives of Canada for archival purposes and the remainder destroyed. *PAC Number:* 85-012 *Related to PR#:* PAC NPR 170 *TBS Registration:* 000554 *Bank Number:* PAC PCE 702

Former Civilian Employees — Public Service Commission Record
Description: Contains records created by the Public Service Commission to record and provide information for purposes of inventory staffing. Former employees seeking access to these records should provide their full given names and surname (as well as maiden name where applicable), date of birth and periods of employment. *Class of Individuals:* Former civilian employees of the federal government. *Purpose:* To verify information used in the identifying and assessing procedures of inventory staffing, manpower planning and general personnel management. *Retention and Disposal Standards:* Records are retained until the former employee reaches 80 years of age. Some of these records will then be preserved by the National Archives of Canada for archival purposes and the remainder destroyed. *PAC Number:* 85-012 *Related to PR#:* PAC NPR 170 *TBS Registration:* 000555 *Bank Number:* PAC PCE 703

PERSFILE Automated Index System
Description: The PERSFILE system identifies the storage location of files contained in other banks within the Personnel Records Centre. This automated index contains, in addition to locator numbers and record status, the relevant personal identifiers such as surname(s), given name(s), date of birth, sex, identification number(s), rank and type of service (military), last department and year of release (civilian). *Class of Individuals:* Former military and civilian employees of the federal government. *Purpose:* To identify and locate within the Personnel Records Centre, personnel records of former government employees. *Retention and Disposal Standards:* Computer information is deleted from the data bank one month after the date the relevant record has been destroyed or has been preserved by the National Archives of Canada for archival purposes. A backup microfiche version is created semi-annually and is retain for five years for quality control purposes. *Related to PR#:* PAC NPR 170 *TBS Registration:* 000553 *Bank Number:* PAC PCE 701

Particular Banks

Army Reserve Force Pay Lists (1920-1949)
Description: Contains financial and pay information which includes name, service number, pay entitlements, units

served with and periods of service. Individuals seeking access to these records should provide their full given names and surname, service number, unit served with and period of service. *Class of Individuals:* Canadian Army reserve personnel. *Purpose:* To verify pay records, settle superannuation claims with the Department of Supply and Services and possibly to buy back service. *Retention and Disposal Standards:* Records are retained for 54 years from date of compilation and then preserved by the National Archives of Canada for archival purposes. *PAC Number:* 85-012 *Related to PR#:* PAC NPR 170 *TBS Registration:* 000559 *Bank Number:* PAC PPE 807

Army Reserve Force Pay Sheets
Description: Contains financial and pay information which includes name, service number, pay entitlements, unit served with and period of service. Individuals seeking access to these records should provide their full given names and surname, service number, unit served with and period of service. *Class of Individuals:* Army Reserve Force personnel whose period of service commenced in 1948 or later. *Purpose:* To verify service and pay to settle pay claims and provide the individual with proof of service. *Retention and Disposal Standards:* Records are retained for 54 years from date of compilation and then preserved by the National Archives of Canada for archival purposes. *PAC Number:* 85-012 *Related to PR#:* PAC NPR 170 *TBS Registration:* 000567 *Bank Number:* PAC PPE 815

Auxiliary Services Record — World War II
Description: Contains limited personal information and service details such as employment data, length and type of service, etc. Individuals seeking access to these records should provide their full given names and surname, date of birth, unit served with and, for Fire Fighters only, service number. *Class of Individuals:* World War II Auxiliary Services personnel which include Fire Fighters, Red Cross Workers, Special Operators, War Correspondents and Voluntary Aid Detachment personnel. *Purpose:* To verify periods of service and determine eligibility for pension benefits. *Retention and Disposal Standards:* Records are retained until the individual reaches 90 years of age and then preserved by the National Archives of Canada for archival purposes. *PAC Number:* 85-012 *Related to PR#:* PAC NPR 170 *TBS Registration:* 000562 *Bank Number:* PAC PPE 810

Canadian Army Wartime, Special Force and Regular Force — Part II Orders
Description: Contains limited personal information which might include, in addition to full name and service number, daily occurrence reports, units, periods of service, etc. Individuals seeking access to these records should provide their full given names and surname, service number, unit served with and period of service. *Class of Individuals:* Canadian Army Wartime, Special Force and Regular Force personnel from 1939 to 1966. *Purpose:* To authenticate service information for possible pay and other benefit claims and to verify inheritance and will claims. *Retention and Disposal Standards:* Records are retained for 90 years from the latest date of correspondence. Some of these records will then be preserved by the National Archives of Canada for archival purposes and the remainder destroyed. *PAC Number:* 85-012 *Related to PR#:* PAC NPR 170 *TBS Registration:* 000561 *Bank Number:* PAC PPE 809

Canadian Expeditionary Force (CEF) Routine Orders — World War I
Description: Contains limited personal information which might include, in addition to full name and service number, daily occurrence reports, units, periods of service, etc. Individuals seeking access to these records should provide their full given names and surname, service number, date of birth, unit served with and period of service. *Class of Individuals:* Canadian Expeditionary Force (CEF) personnel from 1914 to 1919. *Purpose:* To authenticate service information for possible pay and other benefit claims and to verify inheritance and will claims. *Retention and Disposal Standards:* Records are retained for 90 years from the latest date of correspondence and then preserved by the National Archives of Canada for archival purposes. *PAC Number:* 85-012 *Related to PR#:* PAC NPR 170 *TBS Registration:* 000558 *Bank Number:* PAC PPE 806

Dental Records — World War II, Special, Reserves and Regular Forces
Description: This bank contains records of dental histories, special dental examinations, tests, comments, opinions, etc. Individuals seeking access to these records should provide their full given names and surname, date of birth, service number and period of service. *Class of Individuals:* World War II military personnel, Special Forces personnel who served with the U.N. in Korea, Reserve Forces personnel and Regular Force and Class C Reserve personnel. *Purpose:* This bank is used to authenticate service information for possible pension and other benefits and to support pension entitlement claims. It may also be used for forensic identification. *Retention and Disposal Standards:* Records are retained until the individual reaches 90 years of age, with the exception of the Reserve Force records, which are retained for 70 years from the individual's date of birth. World War II and Special Forces records are then preserved by the National Archives of Canada for archival purposes. The records of those who served with the Regular Forces, Class C Reserve and Reserve Forces are usually destroyed when the normal retention period is over. However, some of these records will be preserved by the National Archives of Canada if judged to be of archival value. *PAC Number:* 85-012 *Related to PR#:* PAC NPR 170 *TBS Registration:* 001943 *Bank Number:* PAC PPE 821

Medical Records — World War II, Special, Reserves and Regular Forces
Description: Contains medical histories, special medical examinations, sick parade reports, tests and clinical opinions and reports, etc. Individuals seeking access to

these records should provide their full given names and surname, date of birth, service number and period of service. *Class of Individuals:* World War II military personnel, Special Forces personnel who served with the U.N. in Korea, Reserve Forces personnel and Regular Force and Class C Reserve personnel. *Purpose:* To authenticate service information for possible pension and other benefits and to support medical decisions and pension entitlement claims. *Retention and Disposal Standards:* Records are retained until the individual reaches 90 years of age with the exception of the Reserve Force records which are retained for 70 years from the individual's date of birth. World War II and Special Forces records are then preserved by the National Archives of Canada for archival purposes. The records of those who served with the Regular Forces, Class C Reserve and Reserve Forces are usually destroyed when the normal retention period is over. However, some of these records will be preserved by the National Archives of Canada if judged to be of archival value. *PAC Number:* 85-012 *Related to PR#:* PAC NPR 170 *TBS Registration:* 000569 *Bank Number:* PAC PPE 817

Microfiche Personal File — Regular Force and Class C Reserves
Description: Contains microfiche copies of limited correspondence and documents relating to an individual's service career. Individuals seeking access to these records should provide their full given names and surname, date of birth, service and period of service. *Class of Individuals:* Some Regular Force and Class C Reserves personnel. *Purpose:* To support decisions on pensions and other benefit entitlements. *Retention and Disposal Standards:* Records are retained until the individual reaches 90 years of age. Some of these records will then be preserved by the National Archives of Canada for archival purposes and the remainder destroyed. *PAC Number:* 85-012 *Related to PR#:* PAC NPR 170 *TBS Registration:* 000570 *Bank Number:* PAC PPE 818

Military Personnel Bank — World War I
Description: Contains personal and medical/dental information which may include enrolment documents, posting and promotion information, medical histories, separation documents, etc. Individuals seeking access to these records should provide their full given names and surname, date of birth, service number, unit served with and period of service. *Class of Individuals:* Military personnel who served with the Canadian Forces during World War I. *Purpose:* To authenticate service information for possible pension and other benefits and to provide the individual with proof of service. *Retention and Disposal Standards:* Records are retained until the individual reaches 90 years of age and then preserved by the National Archives of Canada for archival purposes. *PAC Number:* 85-012 *Related to PR#:* PAC NPR 170 *TBS Registration:* 000566 *Bank Number:* PAC PPE 814

Military Personnel Bank — World War II, Special, Reserves and Regular Forces
Description: Contains enrolment documents, posting and promotion information, pay records, period and location of service, general employment information, separation documents, etc. Individuals seeking access to these records should provide their full given names and surname, date of birth, service number and period of service. *Class of Individuals:* World War II military personnel, Special Forces personnel who served with the U.N. in Korea, Reserve Forces personnel and Regular Force and Class C Reserve personnel. *Purpose:* To authenticate service information for possible pension and other benefits, to support medical decisions and pension entitlement claims and to provide the individual with proof of service. *Retention and Disposal Standards:* Records are retained until the individual reaches 90 years of age with the exception of the Reserve Force records which are retained for 70 years from the individual's date of birth. World War II and Special Forces records are then preserved by the National Archives of Canada for archival purposes. The records of those who served with the Regular Forces, Class C Reserve and Reserve Forces are usually destroyed when the normal retention period is over. However, some of these records will be preserved by the National Archives of Canada if judged to be of archival value. *PAC Number:* 85-012 *Related to PR#:* PAC NPR 170 *TBS Registration:* 000568 *Bank Number:* PAC PPE 816

Newfoundland Forces — World War II
Description: Contains personal and service information which might include, in addition to full name, service number, period of service, units served with, etc. Individuals seeking access to these records should provide their full given names and surname, and service number. *Class of Individuals:* Personnel who served with the Newfoundland Forces during 1939 to 1946. *Purpose:* To verify length of service of Newfoundland Forces personnel and substantiate pension claims. *Retention and Disposal Standards:* Records are retained until the individual reaches 90 years of age and then preserved by the National Archives of Canada for archival purposes. *PAC Number:* 85-012 *Related to PR#:* PAC NPR 170 *TBS Registration:* 000565 *Bank Number:* PAC PPE 813

Performance Evaluation Bank — World War II, Special, Reserves and Regular Force
Description: Contains records of performance of military personnel and may include personal evaluation reports, confidential personal assessments, reports on officers, course reports, etc. Individuals seeking access to these records should provide their full given names and surname, date of birth, service number and period of service. *Class of Individuals:* World War II military personnel, Special Forces personnel who served with the U.N. in Korea, Reserve Forces personnel and Regular Force and Class C Reserve personnel. *Purpose:* To support decisions on transfer, promotion, demotion, discipline, retention, release and other administrative

rulings. *Retention and Disposal Standards:* Records are retained until the individual reaches 90 years of age with the exception of the Reserve Force records which are retained for 70 years from the individual's date of birth. World War II and Special Forces records are then preserved by the National Archives of Canada for archival purposes. The records of those who served with the Regular Forces, Class C Reserve and Reserve Forces are usually destroyed when the normal retention period is over. However, some of these records will be preserved by the National Archives of Canada if judged to be of archival value. *PAC Number:* 85-012 *Related to PR#:* PAC NPR 170 *TBS Registration:* 000572 *Bank Number:* PAC PPE 820

Royal Canadian Air Force (RCAF) — Daily Routine Orders
Description: Contains limited personal information which might include, in addition to full name and service number, daily occurrence reports, units, periods of service, etc. Individuals seeking access to these records should provide their full given names and surname, service number, unit served with and period of service. *Class of Individuals:* Royal Canadian Air Force (RCAF) personnel from 1924-1967. *Purpose:* To authenticate service information for possible pay and other benefit claims and to verify inheritance and will claims. *Retention and Disposal Standards:* Records are retained for 90 years from the latest date of correspondence. Some of these records will then be preserved by the National Archives of Canada for archival purposes and the remainder destroyed. *PAC Number:* 85-012 *Related to PR#:* PAC NPR 170 *TBS Registration:* 000560 *Bank Number:* PAC PPE 808

Royal Canadian Navy (RCN) Pay Record Sheets — World War II
Description: Contains financial and pay information which includes name, service number, pay entitlements, ships served on and periods of service. Individuals seeking access to these records should provide their full given names and surname, service number and ships served on. *Class of Individuals:* Royal Canadian Navy personnel who served during World War II. *Purpose:* To verify pay records and settle any pay claims. *Retention and Disposal Standards:* Records are retained for 54 years from date of compilation and then preserved by the National Archives of Canada for archival purposes. *PAC Number:* 85-012 *Related to PR#:* PAC NPR 170 *TBS Registration:* 000564 *Bank Number:* PAC PPE 812

Service Pensions Bank — Regular Force
Description: Contains information on pension benefits and pension entitlements. Individuals seeking access to these records should provide their full given names and surname, date of birth, service number and period of service. *Class of Individuals:* All Canadian Forces personnel who have contributed to a pension plan. *Purpose:* To determine pension entitlements. *Retention and Disposal Standards:* Records are retained until the individual reaches 90 years of age. Some of these records will then be preserved by the National Archives of Canada for archival purposes and the remainder destroyed. *PAC Number:* 85-012 *Related to PR#:* PAC NPR 170 *TBS Registration:* 000571 *Bank Number:* PAC PPE 819

Thirty Day Trainees — World War II
Description: Contains personal and service information such as name, service number, unit, period and location of service, medical category, etc. Individuals seeking access to these records should provide their full given names and surnames, service number and date of birth. *Class of Individuals:* Personnel who underwent special thirty-day military training under the National Resources Mobilization Act of 1940. *Purpose:* To verify eligibility for pensions and other benefits and to provide individuals with proof of service. *Retention and Disposal Standards:* Records are retained until the individual reaches 90 years of age. Some of these records will then be preserved by the National Archives of Canada for archival purposes and the remainder destroyed. *PAC Number:* 85-012 *Related to PR#:* PAC NPR 170 *TBS Registration:* 000563 *Bank Number:* PAC PPE 811

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Incentive Awards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Reliability Checks

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

National Arts Centre
Chapter 61

Particular Banks

Labour Canada
Description: The purpose of this bank is to maintain information on labour relations (conforming to the Canada Labour Code) regarding cases involving NAC staff. Records are retained for an indeterminate period. *Bank Number:* NAC PPE 801

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Discipline

Employee Personnel Record

Grievances

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

National Battlefields Commission
Chapter 62

Particular Banks

Employee Personnel Record
Description: Information concerning personal characteristics, including age and sex;employee identification number; home address; citizenship; education, including transcripts, certificates and diplomas; employment history, curricula vitae and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, tenure; performance reviews and employee appraisals; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record may contain summary records of decisions relating to staffing, attendance and leave, pay and benefits, training and development, decisions concerning compensation and fitness for work, official languages, discipline, and level of security clearance. The major series of information concerning these topics is, however, found in other personal information banks described in this chapter. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above. Some of the above information exists in a computer-based system in order to generate reports on such topics as training, human resources inventory searches, attendance and leave and other related reports as required. *Class of Individuals:* The National Battlefields Commission Employees. *Purpose:* This bank provides a record of an individual's employment and is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In some of the above cases, the information in this bank is a summary which refers to other more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions are co-ordinated in the interests of both the individual and the employer. *Consistent Uses:* The main use of this bank is to provide documentation and authorization regarding appointments, transfers, promotions, demotions, termination of employment and superannuation. It is also used to authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance; as well as to verify employment references. *Retention and Disposal Standards:* After an employee leaves, the personnel record is kept until the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. Performance appraisals are kept on an employee's file for a period of five years and then destroyed. *TBS Registration:* 003944 *Bank Number:* NBC PPE 810

National Capital Commission
Chapter 63

Particular Banks

Corporate Human Resources Information System (CHRIS)
Description: This bank is an on-line system consisting of seven integrated subsystems which supports virtually all major personnel management functions. This bank could contain sex, Personnel Record Identifier (PRI), SIN number, classification level, address, name and date of birth. The Human Resources Information (HRIS) subsystem contains performance reviews and employee appraisals, education, training, qualifications, career aspirations, memberships and job histories for permanent employees. The Personnel (PERS) subsystem is the main electronic employee file for the NCC. Contains all compensations related event histories for all NCC employees since 1971. The Employment Equity Computerized Reporting and Information subsystem (EECRIS) produces annual reporting for Employment Equity regulations. The Healthtrack subsystem contains employee information and accident information to support Workers Compensation (Ontario and Quebec) and workplace accident reporting, claims management and Health and Safety accident prevention. The Payroll subsystem (Cyborg) is used to generate employee pay cheques with earnings and deductions as well as limited labour costing. The Time and Leave Reporting subsystem (TRS) contains information on current fiscal year employees. Used to track hours worked and leave information. It feeds summaries of the timesheet information to the Pay Systems to generate cheques. WYCOMP is used to record job and position related information, especially job evaluation information and job descriptions. *Class of Individuals:* NCC Employees *Purpose:* The purpose of this system is to provide personnel information to the Commission's Managers and Personnel Adminstrators in order to facilitate decision making on personnel matters. It is also used for replying to requests for specific personnel data on a controlled basis. *Consistent Uses:* The information in this bank is used to produce reports to managers in order to facilitate their personnel decision making. *Retention and Disposal Standards:* Computerized records are updated as required. Data is retained for 5 years and then transferred to National Archives of Canada; Employee Compensation record are retained forever. *Related to PR#:* NCC 920 *TBS Registration:* 003732 *Bank Number:* NCC PPE 800

Corporate Information Inventory System (CIIS)/Employee Database
Description: This bank is a component of an on-line information holdings management system. This bank contains employee names, sex, birth date, employee position number and security level. *Class of Individuals:* NCC employees *Purpose:* The purpose of this bank is to ensure that corporate records are accessed by employees with the appropriate level of Security clearance. *Consistent Uses:* The information is used to track employee security clearances and to safeguard protected information. *Retention and Disposal Standards:* Computerized records are updated as required. *Related to PR#:* NCC SPI 195 *TBS Registration:* 003664 *Bank Number:* NCC PPE 802

Employee Transition
Description: This bank contains information on employees who are laid-off. Information usually consists of a letter, post-employment annex, calculations (pension and benefits entitlements) and the employee's profile. *Class of Individuals:* NCC employees *Purpose:* This bank is used by senior management for human resources planning and for audit and evaluation purposes. *Consistent Uses:* none *Retention and Disposal Standards:* records are retained for the duration of employment plus one year and are then sent to Archives until the employee turns 80 years old or 2 years after the employee's death. *Related to PR#:* NCC 920 *TBS Registration:* 003919 *Bank Number:* NCC PPE 806

Standard Banks

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Grievances

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Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

National Defence
Chapter 64

Particular Banks

Academic Records — Officers/Officer Cadets
Description: The bank contains academic results achieved by the subject during each year of attendance. They are kept by the College Registrar. Records are accessible by providing the full name, service number and/or college number and the year(s) in attendance at the Canadian Military College. *Class of Individuals:* Officers and Officer Cadets who are attending, or have attended a Canadian Military College. *Purpose:* The purpose of this bank is to maintain a record of academic results for Officers and Officer Cadets who are attending or have attended a Canadian Military College (CMC). Files are used for administrative and statistical purposes and cover approximately 1 200 members annually. *Retention and Disposal Standards:* Records are maintained indefinitely for historical purposes. *PAC Number:* 69-014 *Related to PR#:* DND RET 370 *TBS Registration:* 000212 *Bank Number:* DND PPE 844

Alert Manning Personnel System (AMPS)
Description: The AMPS contains personal information relating to the selection of Communication Research (CommRsch291) personnel to be attach-posted to Canadian Forces Station Alert. Specifically, it contains the following types of information: Rank; service number; Military Occupation Codes; special qualifications; gender; Individual attach posting history; member's present unit; and security clearance. IAW ADM/PER 2/90, all information are retained for posterity (until such time as CFS closes). *Class of Individuals:* Communication Research military members of the Department of National Defence. *Purpose:* Information is used when posting military personnel to Canadian Forces Station Alert. *Consistent Uses:* The information is used to ensure the military personnel are treated fairly and equally if required to be posted to Canadian Forces Station Alert on a rotational basis. This is consistent with the original purpose of the data. *Retention and Disposal Standards:* Records are retained for five years after members have been removed from the eligibility list. *TBS Registration:* 002856 *Bank Number:* DND PPE 871

Boards of Inquiry/Summary Investigations
Description: The bank contains a record of the terms of reference of such inquiries, and the evidence, findings and recommendations of Boards of Inquiry or of the investigating officer. Records are filed by incident and location; and are accessible by providing service number, name, rank, Military Occupation Code, and type and year of incident. *Class of Individuals:* Members of the Canadian Forces. *Purpose:* This bank is a record of investigations convened or ordered by authorities appointed by Regulations and Orders. Investigations may be convened or ordered to investigate any matter connected with the government, discipline, administration or functions of the Canadian Forces, or any command, formation, base or other unit or element thereof, or of any matter affecting any member of the Canadian Forces. The content of the bank is used to establish cause and liability/responsibility and as a basis upon which appropriate remedial action may be taken. *Retention and Disposal Standards:* The files are retained for three calendar years. Injury investigations are held until the members are released from the Canadian Forces and are then transferred to the National Personal Records Centre, National Archives of Canada. Death investigations are held until all necessary administrative action has been completed and they are then transferred to the National Personal Records Centre. Records are placed in data bank PAC PCE 716 or PAC PCE 717. *PAC Number:* 69-014 *TBS Registration:* 000201 *Bank Number:* DND PPE 832

Canadian Forces Command and Staff College — Boards/Selection Processes
Description: This bank contains results of Boards convened and Selection Processes undertaken to consider the selection of officers to attend a staff college. Board reports may include lists of officers selected and alternates plus proceedings, observations and findings. Records are accessible by providing full name, service number, rank, Military Occupation Code and particulars of the board such as, year, location and name of the staff college. *Class of Individuals:* Canadian Forces officers. *Purpose:* The purpose of this bank is to record the results of the Command and Staff College Selection process to determine suitable officers to attend Command and Staff Colleges. *Consistent Uses:* These records are used to select personnel for attendance at Staff Colleges and for reference. *Retention and Disposal Standards:* Records are retained for two years for statistical purposes, and then destroyed. *PAC Number:* 69-014 *Related to PR#:* DND CSA 520 *TBS Registration:* 000190 *Bank Number:* DND PPE 821

Canadian Forces Drug Testing Program
Description: This bank contains results of laboratory tests conducted on urine specimens in support of the CF Mandatory Drug Testing Program. It also contains administrative details of all specimen collections and career action on members who produced validated positive test results. The records are accessible by providing full name, initials, service number and date and place of testing (Unit Identification Code). *Class of Individuals:* Members of the Canadian Forces Regular and Reserves (on assignment to the Regular Force). *Purpose:* The purpose of this bank is to maintain test results (of the CF Drug Testing Program) for statistical

purposes and for use as a basis to initiate preventative education, treatment, rehabilitation, enforcement and/or other administrative measures as prescribed in CFAO 19-21. *Consistent Uses:* Information on positive urine test results is retained by the Drug Testing Administration Cell. It is shared in-house only with medical/social councillors, career managers, military police and the member's CO. It is the basis on which the CO institutes administrative career action in accordance with CFAO 19-21. *Retention and Disposal Standards:* Urine specimens are held at the testing laboratory for one year and all documentation is held for two years, unless otherwise directed by NDHQ, and then destroyed. Positive test results are maintained by the Drug Testing Administrative Cell as statistical data. *PAC Number:* 69-014 *Related to PR#:* DND PCA 630 *TBS Registration:* 003172 *Bank Number:* DND PPE 890

Canadian Forces Employment Equity Program
Description: The bank contains personal information on members such as racial background which is collected by means of questionnaires. Respondents are asked on a voluntary basis to identify whether or not they are an aboriginal person, and whether or not they are a member of a visible minority group. The service number may be used to identify members when these identifiers are required to locate members' records. *Class of Individuals:* Members of the Regular Force and Primary Reserve *Purpose:* This bank provides documentaion for the implementation of employment equity policy in the Canadian Forces, Data are collected to provide a comprehensive picture of members by target group status (e.g., aboriginal peoples and members of visible minority groups). This information is used to compile a personnel profile of members and to compare the situation of target group members with non-target group members within the Canadian Forces. The service number may be used to link information in this bank with that in another bank containing members' information (e.g. the Military Personnel Information System, MPIS MK4) in order to obtain statistical information, where the securing of such information would be consistent with the uses for which the personal information was collected. *Consistent Uses:* The department may collect data for statistical purposes, for purposes relating to individuals, or for both. The information gathered will be used for institutional purposes in the Canadian Forces Employment Equity program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that target groups participate in and are equitable represented in the Canadian Forces. It may also be used for policy and planning purposes related to employment equity. This information may only be disclosed in aggragate statistical form. However, if it is possible to identify an individual or individuals as a consequence of small numbers affected, those statistics shall not be disclosed. *Retention and Disposal Standards:* The disposal criteria for this bank are to be established. *TBS Registration:* 003342 *Bank Number:* DND PPE 816

Career Manager Personal File (CMPF)
Description: This bank contains copies of correspondence and documents relating to an individual's career, for example: enrolment; previous service; career résumé; educational certificates/reports of academic achievements; language proficiency data; letters of reference; course joining instructions; consent to serve forms; current statements of service; posting screening form (CFAO 20-50 annex A); posting/temporary duty messages; promotion; re-engagement (and career development plans); decorations; remuster; leave preference at compulsory retirement age; retirement option; notice of intended release; release instructions and personal enquiries; Career Review Board (medical) disposition correspondence; reports of injuries; and Change of Medical Category form CF 2088; documentation regarding security/Personnel Reliability Program (PRP) clearance; Counselling and Probation; Conduct Sheets; Civil Convictions (except those for which pardons have been granted); results of court martial; requests for special consideration; Personnel Selection Office, reports; Regional Social Work Officer reports; and requests for compassionate posting. Combat Arms Military Occupations may have additional documentation such as Statements of Understanding; regimental rebadging; Land Occupation Transfer Program (LOTP) applications and approvals; Delegated Authority; promotion recommendations and approvals; and Screenings for Overseas duty and/or Instructional/Recruiting duty; uniform selection; regimental affiliation (if applicable); Naval Home Port Division affiliation (if applicable); Career Board decisions and recommendations; Documentation related to removal of acting or provisional status on re-enrolment. Records are accessible by providing full name, service number, rank, Military Occupation Code and date of release, if applicable. *Class of Individuals:* Members of the Regular component of the Canadian Forces. *Purpose:* The purpose of this bank is to maintain a record of significant information regarding the service of members from enrolment to retirement. The CMPF is used by Career Managers in personnel career planning. *Retention and Disposal Standards:* Records are deposited with National Archives of Canada, Personnel Record Centre one year after an individual ceases to be a serving member of the Canadian Forces. They are placed in data bank PAC PCE 718. *PAC Number:* 69-014 *Related to PR#:* DND CSA 520 *TBS Registration:* 000205 *Bank Number:* DND PPE 837

Career Medical Review Board
Description: This bank contains the member's medical category, audits associated with employment limitations, recommendations Director Personnel Careers, Personnel Selection Officer's Report (in some cases), data submitted by the member, recommendations by the chain of command, a medical statement prepared by the Surgeon General's staff and Board decisions. Individuals identified are disabled or unfit to perform their duties. It also includes data on members who are fit to perform their

duties with and without restrictions. Records are accessible by providing full name, service number, rank and Military Occupation Code, subject, date, month and the year of the Board. ***Class of Individuals:*** Members of the Canadian Forces and members of the Reserve Force on Class «C» service in the rank of Major and below. ***Purpose:*** The purpose of this file is to record the decisions made by Career Medical Review Boards convened to decide the disposition of serving members below the rank of Lieutenant-Colonel, of the Regular Force and of the Reserve Force on Class «C» Reserve Service whose medical category is below the standard required for employment in their military classification. ***Consistent Uses:*** Historical records and reference. ***Retention and Disposal Standards:*** Files are permanently held for historical and statistical purposes. ***PAC Number:*** 69-014 ***Related to PR#:*** DND CSA 520 ***TBS Registration:*** 000183 ***Bank Number:*** DND PPE 814

Chaplain Service
Description: This bank contains the records of Chaplains in the Canadian Forces as well as correspondence on subjects of interest and concern to them. Records are accessible by providing full name, service number, rank and denomination. ***Class of Individuals:*** Chaplains in the Canadian Forces. ***Purpose:*** It is used as a guide to actions affecting Chaplains and their work. ***Retention and Disposal Standards:*** Records are destroyed after three years. ***PAC Number:*** 69-014 ***Related to PR#:*** DND CGP 470; DND CRC 485 ***TBS Registration:*** 000176 ***Bank Number:*** DND PPE 807

Civilian Personnel Management Information System
Description: The Civilian Personnel Information System has been upgraded and renamed to the Civilian Personnel Management Information System (CPMIS). The CPMIS is a bilingual, national level on-line personnel system consisting of nine integrated subsystems which support virtually all major functions and processes in the civilian personnel administration environment. The nine subsystems are: ESTABLISHMENT/ORGANIZATION: maintains position, unit and section data; CLASSIFICATION: maintains the classification information such as class, class, points and coordinates pertaining to the position; OFFICIAL LANGUAGES: Updates linguistics position and employee data; STAFFING: maintains staffing related data (competition number, process, and candidate information; PAY & BENEFITS/LEAVE: The Pay & Benefits maintains all data pertaining to the employee such as PRI, address, salary, employment situations. The leave maintains all kind of leave records as earned and used by employee; HUMAN RESOURCES PLANNING: maintains and tracks data pertaining to employment equity target groups and, measures participation in special development programs, position clearance requests and work force adjusted employees; SECURITY: maintains data related to employee security clearance level and the security clearance of the position; and CIVILIAN TRAINING SUBSYSTEM: maintains data on training taken by employees. This subsystem is on hold until users have define their requirements and CIVILIAN REDUCTION PROGRAM INFORMATION: maintains data relating to the Civilian Reduction Program (CRP), employment records substitution availability, financial benefits and education benefits. ***Class of Individuals:*** Civilian employees of National Defence. ***Purpose:*** The purpose of this system is to provide personnel information to departmental Managers and Personnel Administrators in order to facilitate decision making on personnel matters. It is also used for replying to requests for specific personnel data on a controlled basis. ***Consistent Uses:*** The information in this bank is used to produce reports to managers in order to facilitate their decision making. ***Retention and Disposal Standards:*** History tapes are retained for five years, then erased. ***PAC Number:*** 69-014 ***Related to PR#:*** DND PCA 625 ***TBS Registration:*** 000225 ***Bank Number:*** DND PPE 861

Civilian Workforce Adjustment Clearance System
Description: The Civilian Workforce Adjustment Clearance System is used by three personnel officials at national Defence Headquarters to match employees with vacancies. It is a skills inventory of civilian employees who have been affected by Work Force Adjustment (WFA) for the purpose of vacancy referral prior to commencing the formal staffing process. It captures the following basic information on employees who have been affected by the workforce adjustment program, declared surplus or laid-off: basic personal "tombstone" data, employee position number, unit identifier and base location, classification and occupational data, dates relating to employment and to WFA, mobility, skills and education and reappointment information. ***Class of Individuals:*** Civilian employees of the Department of National Defence who have been affected by the WFA policy. ***Purpose:*** This system monitors activities and produces statistical reports on WFA activities. It maximizes placement opportunities by matching available affected, surplus and laid-off employees with suitable vacancies.. ***Consistent Uses:*** The information is used to provide statistical reports on WFA for Central Agency requirements. ***Retention and Disposal Standards:*** Records will be maintained indefinitely for statistical purposes. ***TBS Registration:*** 003660 ***Bank Number:*** DND PPE 895

Command and Staff Course Student Files
Description: The bank contains autobiographies; personal and administrative histories; assessments and gradings of written and spoken assignments; assessments of performance during specific tutorial discussions; periodic overall performance assessments and a record of all formal interviews with the student. Records are accessible by providing service number, rank/title and full name. ***Class of Individuals:*** Officers of the Canadian Forces, DND civilians, visiting foreign and Allied Officers. ***Purpose:*** The purpose of this bank is to maintain a temporary file record of the observed performance of Canadian Forces officers and visiting foreign and Allied officers who attend the yearly ten-month-long Command and staff course. The bank is used to provide documented justification for

the content of each student's formal course assessment. *Consistent Uses:* The bank is only used to provide documented justification for the content of each student's formal course assessment. *Retention and Disposal Standards:* Records are destroyed after one year. *PAC Number:* 69-014 *Related to PR#:* DND RET 370 *TBS Registration:* 000211 *Bank Number:* DND PPE 843

Conflict of Interest and Post-Employment Code — Military

Description: This bank contains a Certification Document of Understanding for Public Office Holders; Confidential Reports of assets, liabilities and participation in outside activities in accordance with CFAO 19-37; and may contain investigation reports and correspondence about potential and actual conflicts between the private interests or holdings of a member and the member's official duties and responsibilities. It may also contain reports and correspondence about actual and potential offers of post-employment. Records are accessible by providing name, service number and rank. *Class of Individuals:* Members of the Canadian Forces regular and members of the Reserves on full-time paid service. *Purpose:* The purpose of this bank is to maintain information required to implement the Conflict of Interest and Post-Employment Code for Public Office Holders within the Canadian Forces, and to record potential conflicts of interest and their resolution and/or any post-employment compliance action. *Consistent Uses:* The information in this bank is used to resolve situations of potential and actual conflicts of interest and to support decisions on transfers, discipline and termination of employment if conflict of interest exists. It also enables designated officials to determine whether a former member to whom post-employment compliance measures apply is in compliance. This impacts on a current public office holder's ability to deal with the former member. *Retention and Disposal Standards:* Records are retained by this department for the duration of employment plus two years, after which the records are destroyed. *PAC Number:* 85-001 *Related to PR#:* DND CSA 520 *TBS Registration:* 001966 *Bank Number:* DND PPE 864

Dental Records

Description: The bank contains assessments of dental fitness to perform duties as a serving regular member of the Canadian Forces and records of active dental treatment. The data includes dental and medical histories, special dental and medical examinations, tests, comments and opinions. During the service career, dental records are retained by the dental detachment responsible for the individual's treatment requirements. Records are accessible by providing full name, date of birth, service number and rank. *Class of Individuals:* Members of the Canadian Forces. *Purpose:* The dental records are used for ongoing planning and provision of required dental treatment throughout an individual's career. They may also be used for forensic identification during and following service in the Canadian Forces. *Retention and Disposal Standards:* One year after member's release from the Canadian Forces, records are transferred to the National Personnel Records Centre, National Archives of Canada, where they are placed in data bank PAC PCE 717. *PAC Number:* 69-014 *Related to PR#:* DND DSD 510 *TBS Registration:* 000180 *Bank Number:* DND PPE 811

Dependant Education Allowances

Description: This bank consists of one database containing information concerning education and related care benefits for the dependants of DND personnel serving inside/outside Canada. Information contained includes service number and name of DND personnel, name(s) and date(s) of birth of dependants, posting location, authorized benefits and pertinent school years of benefit. Records are accessible by providing name and service number. Dependant education benefits records are identified by name and service number of the DND member and dependants name(s) and date(s) of birth. *Class of Individuals:* Members of the Canadian Forces, civilians employed by DND outside Canada and teachers on loan of service from municipal school boards in Canada who are recipients of benefits. *Purpose:* The purpose of this bank is to track requests for and approval of education and related care benefits for the dependants of DND personnel serving inside/outside Canada. *Retention and Disposal Standards:* Records are retained for 10 years and then destroyed. *PAC Number:* 69-014 *Related to PR#:* DND DEP 465 *TBS Registration:* 003267 *Bank Number:* DND PPE 876

Designation of Additional Dependants Remuneration Supplement Claims and Hospital/Medical Claims Outside of Canada

Description: This bank contains information on personal characteristics of the person for whom application is being made. Dependant records are identified by the dependant's name and date of birth, name of serving member, relationship to the serving member and the serving member's full name, service number, rank and Military Occupation Code. *Class of Individuals:* Dependants of members and members of the Canadian Forces. *Purpose:* The purpose of this bank is to maintain a record of designation of additional Canadian Forces dependants outside of Canada for hospital and medical coverage. *Retention and Disposal Standards:* Records are destroyed after two calendar years. *PAC Number:* 69-014 *Related to PR#:* DND CBD 450 *TBS Registration:* 000178 *Bank Number:* DND PPE 809

Harassment

Description: This bank contains letters of complaint regarding incidents of harassment; records of interviews both with complainants and alleged harassers; records of interviews with witnesses to incidents; summations of investigations and analyses of events and records of decisions taken about particular incidents. Such information must be retained as a separate record and not placed on the complainant's personnel record. When a disciplinary action results from an investigation,

information may be transferred to the Conduct sheet for Military personnel and to the Discipline Bank for DND Civilian employees. *Class of Individuals:* Members of the Canadian Forces and Civilian Employees of the Department of National Defence. *Purpose:* The purpose of this bank is to record information necessary for dealing with complaints of personal harassment at the workplace, to make decisions in specific instances on whether or not personal harassment is occurring, and when this is the case to determine the appropriate action, including disciplinary actions, to be taken to end a harassment situation. *Consistent Uses:* To support decisions on transfer and discipline of members and employees. The information may be subsequently used should the case result in a grievance or a Canadian Human Rights complaint. In support of the Departmental goal of zero incidence of harassment, the findings and recommendations of any investigation of harassment may be disclosed to the complainant and the individual complained against. Any disciplinary and administrative action taken against the individual as a result of the findings may also be disclosed to the complainant. *Retention and Disposal Standards:* Records are retained for two years after the last administrative action. Records are then destroyed. *TBS Registration:* 003005 *Bank Number:* DND PPE 875

Headquarters Documents Microfile
Description: This bank contains data obtained upon enrolment/transfer to the Regular Forces, such as the name; Service Number; religion; date and province of birth; citizenship; province of birth of parents; address on enrolment; language information; marital status on enrolment; sex and year of birth of dependant children; dependants' language of instruction preference; statements of Reserve Service; proof of change of name; Oath or Affirmation on enrolment and statements of understanding. It also contains post-enrolment/transfer date information such as change of name. Records are retrievable by service number. *Class of Individuals:* Members of the Canadian Forces. *Purpose:* The purpose of the manual microfile is to provide a support service to those engaged in personnel management or personnel administration of Canadian Forces Regular Force personnel. *Retention and Disposal Standards:* Records are retained for one year after release from the Canadian Forces and then transferred to the National Personnel Records Centre, National Archives of Canada where they are placed in data bank PAC PCE 718. *PAC Number:* 69-014 *Related to PR#:* DND PCA 625 *TBS Registration:* 000219 *Bank Number:* DND PPE 855

Identification and Access Control Cards
Description: This bank contains photographs, signatures, Service Number (SN) (military) / Personal Record Identifier (PRI)(civilian), surname and given names, date of birth and blood group (for CF members). The bank also contains information related to the access and egress of certain facilities by employees. The information is collected by means of identification forms, correspondence, and video cassette or camera, and is stored on an automated database. Records are accessible by providing SN/PRI and full name. *Class of Individuals:* CF members and their dependants (when CF members are serving as Attachés), civilian employees of National Defence, and Allied Forces personnel and their dependants serving in Canada. *Purpose:* The purpose of this bank is to maintain information relating to the issuance and cancellation of identification and access control cards. For safety and security reasons, the information is used to control access and egress to certain facilities, and to provide for the security of DND employees and property. *Consistent Uses:* Issuance of identification and access control cards. Information may be used to produce reports for statistical analysis or for incident investigation. *Retention and Disposal Standards:* Information related to access and egress of DND facilities is collected solely for safety and security reasons and is retained for two years, for incident investigation purposes, and is then destroyed. Identification records of deceased individuals are destroyed two years from date of death. All other records are retained for five years after release from the Department and are then destroyed. *TBS Registration:* 003681 *Bank Number:* DND PPE 896

Information Services
Description: This bank contains biographical information on senior military and civilian officials within the Department of National Defence. Records are accessible by providing full name, rank, and Military Occupation Code. *Class of Individuals:* Senior military and civilian officials of the Department of National Defence. *Purpose:* Information was compiled and obtained for internal and external use by Public Affairs Officers in the performance of their duties. *Retention and Disposal Standards:* Records are held until retirement and are then placed in DND PPE 837. *PAC Number:* 69-014 *Related to PR#:* DND ISD 065 *TBS Registration:* 000196 *Bank Number:* DND PPE 827

Insurance — Service Income Security Insurance Plan (SISIP)
Description: This bank contains all Regular Force and Class C Reserve Force applications for coverage under the Service Income Security Insurance Plan (SISIP) as well as for the General Officers Insurance Plan (GOIP). The master policy is held by Maritime Life Assurance Company. The bank also contains Canadian Forces death notifications, and life claim forms submitted by claimants. Records are accessible by providing full name, service number, date of birth, rank, and Military Occupation Code (MOC). *Class of Individuals:* Current and former Regular Force and Class C Reserve Force members of the Canadian Forces. *Purpose:* The purpose of this bank is to maintain a file of past and present Canadian Forces personnel who have applied for SISIP and GOIP coverage as well as to maintain a record of death and/or disability information, including benefits payable or reasons for rejection, for current and former members of the Canadian Forces who are SISIP participants. *Retention*

and Disposal Standards: Records are destroyed seven calendar years after death or cancellation of coverage. *PAC Number:* 69-014 *Related to PR#:* DND CBD 450 *TBS Registration:* 000177 *Bank Number:* DND PPE 808

Judge Advocate General's Files/Service Estates
Description: The file contains the report of the unit investigation into the service estate and the subsequent correspondence with the unit on the collection and distribution of the assets of the estate. It also contains the record of correspondence with the beneficiary named in the deceased's Will or, as required, the correspondence with the executor/administrator or the solicitor acting for the estate. In addition, the file contains the financial records of the cash assets of the estate and information on the disposal of the cash assets and personal effects. Records are accessible by providing full name, service number and date of death. *Class of Individuals:* Deceased members of the Regular Force and members of the Reserve Force who were serving on Class «B» or «C» Reserve Service. *Purpose:* The purpose of this bank is to document the action taken to administer the service estates of deceased members of the Canadian Forces. The files are limited to the service estates of deceased members of the Regular Force and members of the Reserve Force who were Serving on Class «B» or «C» Reserve Service. *Retention and Disposal Standards:* The files are held until all necessary action has been taken by the Estates Officer and are then transferred to the National Personnel Records Centre, National Archives of Canada, where they are placed in data bank PAC PCE 716. *PAC Number:* 69-014 *Related to PR#:* DND JAG 015 *TBS Registration:* 000220 *Bank Number:* DND PPE 856

Medical Records
Description: This bank contains assessments of medical fitness to perform duties as a serving member of the Canadian Regular Forces and records of medical treatment, including those at Canadian Forces Hospitals. In certain designated areas, isolated and semi-isolated units, the bank may contain records of medical treatment for dependants of serving members. The data may include medical histories, special medical examinations, tests, comments and opinions. Records of military members are accessible by providing full name, service number, rank, date of birth, Military Occupation Code, and if applicable, Canadian Forces Hospital with dates of admission and discharge. Dependant medical records are identified by the dependant's name, name of serving member, relationship to the serving member and the serving member's service number. *Class of Individuals:* Members of the Canadian Forces and dependants of serving members. *Purpose:* The records serve as a reference source for medical treatment and career medical/administrative decisions. *Consistent Uses:* Within the parameters of Canadian Forces Medical Order 8-02, information concerning members of the Canadian Forces and dependants covered under the Code of Service Discipline may be disclosed to the Commanding Officer, to a Board of Inquiry or Summary Investigation conducting an investigation into an accident or occurrence resulting in injury or death to an individual, to Military Police and specified Investigative Bodies for the purpose of carrying out a lawful investigation, to Provincial and Municipal Authorities according to existing statutes, and as required for use in judicial proceedings. *Retention and Disposal Standards:* One year after a member's release from the Canadian Forces, records are transferred to National Personnel Records Centre, National Archives of Canada, where they are placed in data bank PAC PCE 717. Retention and disposal of dependants medical records shall be in accordance with the Provincial Public Hospital Act where the medical documents were initiated. Retention and disposal of dependant medical records originating outside Canada shall be regulated by the Ontario Public Hospital Act. *PAC Number:* 69-014 *Related to PR#:* DND SGB 490 *TBS Registration:* 000179 *Bank Number:* DND PPE 810

Merit Award Program
Description: This bank contains rules and regulations governing the Merit Award Program, personal data of nominees, minutes of meetings, statistics and employee employment records. Records are accessible by providing full name, date of birth, rank, Military Occupation Code and date of nomination and/or award. *Class of Individuals:* Military personnel and civilian employees of National Defence. *Purpose:* The purpose of this bank is to administer the Department of National Defence Merit Award Program. The bank is used to process Merit Award nominations for consideration by Command and National Defence Headquarters Group Committees. *Consistent Uses:* Social insurance number and mailing address are required for award cheque requisitioning through the Department of Supply and Services, and for income tax purposes by the Department of National Revenue (Taxation), pursuant to the Income Tax Act. *Retention and Disposal Standards:* Records are destroyed after three calendar years. *PAC Number:* 69-014 *Related to PR#:* DND ESD 045 *TBS Registration:* 000195 *Bank Number:* DND PPE 826

Military Honours and Awards
Description: This bank contains listings of personnel who have received military honours and awards and certain limited military ceremonies concerning ships, buildings, royalty, Governor General, freedom of cities, and related activities such as unit commemorative events. Records are accessible by providing full name, date of birth, rank and Military Occupation Code, date and event concerned. *Class of Individuals:* Members of the Canadian Forces and civilian employees of National Defence. *Purpose:* The purpose of this bank is to establish and maintain a record of honours and awards accorded to members of the Canadian Forces and of certain limited Department of National Defence ceremonial activities, primarily of a military nature *Retention and Disposal Standards:* Records are retained for five calendar years and then transferred to National Archives of Canada where they are

placed in data bank PAC PCE 716. *PAC Number:* 69-014 *Related to PR#:* DND DOC 420; DND DOC 445 *TBS Registration:* 000192 *Bank Number:* DND PPE 823

Military Personnel — Grievance File
Description: This bank constitutes a record of applications for redress of grievances submitted and the decisions made in respect of those grievances. Records are filed in accordance with service number, name, rank, Military Occupation Code and year of grievance. *Class of Individuals:* Members of the Canadian Forces. *Purpose:* The purpose of this bank is to record applications for redress of grievances submitted in accordance with Regulations and Orders made pursuant to the National Defence Act and also to record the decision made in respect of those grievances. *Consistent Uses:* Investigation, by the Canadian Forces, of complaints made, in accordance with the Canadian Human Rights Act, by the same person who submitted the grievance, and relating to the same subject. *Retention and Disposal Standards:* The files are destroyed five years after last administrative action. *PAC Number:* 69-014 *TBS Registration:* 000200 *Bank Number:* DND PPE 831

Military Personnel Information System (Automated)
Description: This bank includes the military subsystems of the Integrated Personnel Data System (IPDS), comprising the Military Personnel Information System (MPIS), and the Supplementary Reserve application. These contain: name, rank, service number, sex, date and place of birth, security clearance, religious denomination, marital status, dependants, medical category, military occupation, educational level, language, rank and occupational qualifications, duty location, engagement plan and service history for current and former members of the Regular Force. Additionally, the release address of former Regular Force members or current home address of Supplementary Reserve members is included. Similar but fewer data elements are maintained for all former and current Reserve Force members. Serving Regular Force personnel receive individually, on a scheduled basis, a bilingual Personnel Record Resumé (PRR), showing a resumé of the data held on them. Records of members released from the Canadian Forces are not subject to amendments. Records are retrievable by service number. *Class of Individuals:* Former and current members of the Canadian Forces (Regular and Reserve). *Purpose:* The purpose of this automated data bank is to provide and verify information for those engaged in the management or administration of Canadian Forces personnel, at all levels of the Department including the FIS and FEMIS. *Consistent Uses:* The information in this bank is used to update and confirm the holdings of common data on personnel, maintained by the Central Computation Pay System (CCPS) (DND PPE 858) and is also forwarded to personnel information systems at the Command Headquarters, strictly to update their data holdings. The SIN is collected in accordance with the Income Tax Act, the Canada Pension Plan Regulations, and the Unemployment Insurance Act for the purpose of managing and administering members' pay, and in accordance with the Canada Elections Act for the provision of annual Statements of Ordinary Residence to members of Parliament. While the SIN has been used since 1968 to uniquely identify CF members for all personnel administration purposes, DND is an active participant in the current Government-directed action to abandon non-legislated uses of the SIN, and has replaced it with a new Service Number (SN). While the SIN will continue to be retained for legislated purposes, use of it will be strictly limited. The new SN is used in all non-legislated applications, including routine administration. In all cases, access to the cross-reference between the SIN and the SN will be very strictly controlled after completion of the conversion process. *Retention and Disposal Standards:* Records are retained indefinitely. *PAC Number:* 69-014 *Related to PR#:* DND CPS 625 *TBS Registration:* 000175 *Bank Number:* DND PPE 806

Military Police Investigation Case Files
Description: This bank contains personal information on individuals who have been involved in an incident, including criminal or security offences investigated by the Military Police. This bank also records the findings of authorized investigations. The bank consists of investigation and occurrence reports, written statements, record books, documentary exhibits, photographs, index cards, lists of evidence, telegrams containing investigative information, civil and military court documents and related correspondence. Persons are identified by a Service Number, name and initials, date of birth, and the report in which they are mentioned is identified by the assigned file index number for the investigation, the type of incident or offence and the date of its occurrence. Information in this bank may be maintained on paper documents, as well as on microfilm and in automated form. Records are accessible by providing full name, Service Number (not mandatory), type of incident or offence, location and date. *Class of Individuals:* Members of the Canadian Forces, civilian employees of National Defence and members of the public involved in an offence on National Defence establishments. *Purpose:* This information is used by departmental authorities for personnel administration, disciplinary measures, and for security and reliability screening, postings, continued service, appeals, civil actions, criminal actions, investigations, suppression of crime, eligibility for medical treatment, pensions, and criminal injuries compensation. It is also used for research, planning, evaluation and statistical purposes. *Consistent Uses:* Some information may be shared with accredited domestic and foreign law enforcement and investigative agencies in the administration or enforcement of the law and in the detection, prevention or suppression of crime generally. *Retention and Disposal Standards:* The records in this bank held outside NDHQ are destroyed 2 years after last administrative or judicial use while records at NDHQ are transferred to National Archives after 10 calendar years. Some records may be retained for a longer period if judged to be of archival

value or if deemed to be of historical value to the Department of National Defence. *PAC Number:* 69-014 *Related to PR#:* DND MIS 085 *TBS Registration:* 000203 *Bank Number:* DND PPE 835

Military Postgraduate Student Records
Description: This bank contains basic personal and course-related information concerning officers undergoing postgraduate training, such as name, initials, rank, military occupation code and description, service number, file and course loading authorization (CLA) numbers and date assigned, FMS/WCN numbers (applicable to US military courses), training source category, name and location of institution, course title, program type, occupation specialty qualification code, target position in establishment, course start and end dates, estimated total cost, financial planning code (GRC), CLA request reference, posting message, obligatory service completion date, posting date and date thesis received. Records are accessible by providing full name, service number, rank, Military Occupation Code, course title and program type and name and location of the institution where training was received. *Class of Individuals:* Canadian Forces officers selected for postgraduate *Purpose:* The purpose of this bank is to maintain administrative records of officers undergoing postgraduate training and to assist in the assignment of trained personnel to those establishment positions requiring specific postgraduate qualifications. *Retention and Disposal Standards:* Hard copy file records are contributed to personal information bank DND PPE 837 Career Manager Personal Files on completion of training. Computer records are retained indefinitely for statistical purposes. *PAC Number:* 69-014 *Related to PR#:* DND RET 370 *TBS Registration:* 003269 *Bank Number:* DND PPE 878

Minutes of Proceedings of Courts Martial
Description: The minutes of proceedings of a court martial are an accurate record of all testimonies, pleadings, decisions, findings and sentence of a court martial, including all exhibits in the form of documents. Records are accessible by providing year and place of court martial, full name and rank, when applicable, of the accused. *Class of Individuals:* Members of the Canadian Forces and other persons who are subject to the code of service discipline by virtue of section 60 of the National Defence Act. *Purpose:* These records are kept for purposes of appeal to the Court Martial Appeal Court and the Supreme Court of Canada and for administrative purposes. *Retention and Disposal Standards:* Records are never destroyed. *PAC Number:* 69-014 *Related to PR#:* DND JAG 035 *TBS Registration:* 000199 *Bank Number:* DND PPE 830

National Defence Fingerprint File
Description: The following information is held on members of the Canadian Forces, civilian employees of the Department and Allied Forces personnel serving in Canada: fingerprints, FPS number, service number/civilian PRI number, name, signature, sex, date and place of birth, date and place of engagement, occupation or trade, colour of hair and eyes, height, weight, complexion, scars, amputations, birthmarks, deformities, tattoos, date and place of fingerprinting as well as dates of all previous employment with the Canadian Forces, RCMP or public service. Records are accessible by providing name, service number/civilian (PRI) number and, as proof of identity, one rolled fingerprint done in black ink. *Class of Individuals:* members of the Canadian Forces; civilian employees of National Defence and Allied Forces personnel serving in Canada. *Purpose:* This bank of information is maintained purely for service considerations to provide an infallible means of identifying personnel who may have been victims of a serious injury, amnesia or death during times of war and peace. The fingerprints in this bank may also be used by the department for reliability and security screening of employees . *Consistent Uses:* Used for identification purposes and may be used for security and reliability screening of employees. *Retention and Disposal Standards:* Records are retained by the Department for five years from date of release and are then destroyed. Records of deceased individuals are destroyed two years from the date of death. Prints of Allied Forces personnel are destroyed at termination of their tour of duty in Canada. *PAC Number:* 69-014 *TBS Registration:* 000170 *Bank Number:* DND PPE 801

Non-Commissioned Members Accumulated Point List Score
Description: The information in this bank includes, for each individual, only: Military Occupation Code, Sequential number, Service Number, rank, surname and initials, enrolment date, date of birth, release date, accumulated point score by each year commencing seven years prior to release date for five years, total score, acceptance, declined. Records are accessible by providing Service Number, rank, surname and former surname(s) (if applicable), Military Occupation Code and previous military occupation code(s) (if applicable). *Class of Individuals:* Canadian Forces Non-Commissioned members in the ranks of Corporal to Chief Warrant Officer, inclusive. *Purpose:* The purpose of this bank is to record the Non-Commissioned Members' indefinite Period of Service Accumulated Point Listings resulting from the deliberation of the Non-Commissioned Member's merit boards convened annually to rate Non-Commissioned Members for continued service beyond their current release date. The listing is an accumulated score spanning five years and commences seven years prior to the Non-Commissioned Member's current release point and applies only to non commissioned members serving on an Intermediate Engagement in accordance with Canadian Forces Administration Order 6-2. *Retention and Disposal Standards:* Records maintained since 1989 are on file and are available. Records are sent to the Personnel Records Centre of the National Archives of Canada one year after an individual ceases to be a serving member of the Canadian Forces. Records are placed in data bank

PAC PCE 718. *PAC Number:* 69-014 *Related to PR#:* DND CSA 520 *TBS Registration:* 002335 *Bank Number:* DND PPE 870

Non-Commissioned Members Merit Board Listings
Description: The information in this bank includes for each individual only: service number; rank; surname and initials; element; Military Occupation Code; first official language; second language; seniority; enrolment; birth and release dates; sex (up to the year 1986 only); merit score; rank qualification and time in rank indicator. Records are used for the promotion year to which they apply. A members own records are accessible to the member and/or the members Commanding Officer on the written request of the members by providing service number, rank, surname and former surname(s) (if applicable), Military Occupation Code and previous Military Occupation Code(s) (if applicable), and year of promotion to current rank. *Class of Individuals:* Regular Force Non-Commissioned Members of the ranks of Corporal to Master Warrant Officer, inclusive; rank of Chief Warrant Officer, up to the year 1986 only. *Purpose:* The purpose of this bank is to record the Non-Commissioned Members merit listings resulting from the deliberations of the Non-Commissioned Members Merit Boards convened annually to rate Non-Commissioned Members based on merit as a result of assessing each individual on performance and potential. The merit listings are employed to select individuals for promotion to the next higher rank, attendance on courses, conversion of terms of service, specialized training and employment. *Retention and Disposal Standards:* Since 1979, the records are retained for 20 years for statistical purposes and then destroyed. *PAC Number:* 69-014 *Related to PR#:* DND CSA 520 *TBS Registration:* 000209 *Bank Number:* DND PPE 841

Non-Public Fund (NPF) Personnel Index Card
Description: This bank contains employee's social insurance number, name, sex, date of birth, marital status, unit of employment, salary, date of employment, and Non-Public Fund benefit plans applicable. Files are restricted to full-time and qualified part-time employees of Non-Public Fund Operations, by unit of employment. Records are accessible by providing full name and date of birth. *Class of Individuals:* Non-Public Fund full-time and qualified part-time employees. *Purpose:* Records are used to store information submitted by units for administration of group insurance and pension plan, as well as for statistical purposes. *Consistent Uses:* Pursuant to the Canada Pension Plan Act, documentation to support pension deductions and entitlements, including the social insurance number, is provided to the Department of National Revenue (Taxation). *Retention and Disposal Standards:* Records are retained only for statistical purposes and destroyed three calendar years after termination of employment. Records are retained for employees who have vested or deferred pension rights until employee reaches retirement age, death, or transferred to RRSP at employee's request. *PAC Number:* 69-014 *Related to PR#:* DND PSB 385 *TBS Registration:* 000171 *Bank Number:* DND PPE 802

Non-Public Fund Employees Employed at Canadian Forces Bases and Stations
Description: This bank contains applications for employment, leave forms, record of pay adjustments, employee evaluation reports, employee questionnaire (including social insurance number, name, occupation, salary, marital status, sex, date of birth and date of employment) and correspondence concerning the employee's career. Records are accessible by providing full name, date of birth, period of employment and location of employment. *Class of Individuals:* Non-Public Fund employees employed in Bases and Stations of the Canadian Forces and those employed directly by Director General Personnel Services. *Purpose:* The purpose of this bank is to maintain a record of correspondence relating to the career of Non-Public Fund employees employed in Bases and Stations of the Canadian Forces and those employed directly by Director General Personnel Services. The file is used to review action taken with regard to an employee and to determine an employee's suitability for promotion, transfer or retention. *Consistent Uses:* Pursuant to the Income Tax Act, Unemployment Insurance Act, and Canada Pension Plan Act, documentation to support pay deductions, including the social insurance number, is provided to the Department of National Revenue (Taxation). *Retention and Disposal Standards:* Files are destroyed two calendar years after termination of employment. *PAC Number:* 69-014 *Related to PR#:* DND PSB 385 *TBS Registration:* 000172 *Bank Number:* DND PPE 803

Non-Public Fund Employees of the Canadian Forces — Personnel Applicant and Benefit Programs File
Description: This bank contains employment applications and correspondence regarding executive and managerial positions, complaints from personnel, replies and queries from employees, and replies concerning benefit programs or working conditions. The individuals concerned are Non-Public Fund employees of the Department. Records are accessible by providing full name; date of birth; periods of employment; and subject, date and file number (if known) of the initial application or correspondence. *Class of Individuals:* Non-Public Fund employees. *Purpose:* This file is used for the administration of Non-Public Fund employees. *Consistent Uses:* Pursuant to the Canada Pension Act, documentation to support pension deductions and entitlements including social insurance number is provided to the Department of National Revenue (Taxation). *Retention and Disposal Standards:* Records are destroyed after five calendar years. *PAC Number:* 69-014 *Related to PR#:* DND PSB 385 *TBS Registration:* 000173 *Bank Number:* DND PPE 804

Officer Boards for Academic Enhancement and Specialist Training Plans
Description: This bank contains the annual boards for Post Graduate Training, University Training Plan (Officers), Military Medical, Legal, Dental, Pharmacy and Chaplain Training Plans. Each board may contain selection criteria, proceedings, findings, lists of the officers selected, (the Post Graduate Training Board lists alternates and those not selected), letters of disposition to each applicant and any resulting postings. Only those officers who apply for each plan are included. Records are accessible by providing full name, rank, service number, Military Occupation Code, particular plan and year of application. *Class of Individuals:* Canadian Forces officers who have made application for the training plans listed. *Purpose:* The purpose of this bank is to record the findings of the annual boards convened to determine suitable officers from those who have applied for each of the training plans. *Consistent Uses:* Reference. *Retention and Disposal Standards:* Records are retained for statistical purposes for three calendar years and then destroyed. *PAC Number:* 69-014 *Related to PR#:* DND CSA 520 *TBS Registration:* 002273 *Bank Number:* DND PPE 848

Officers Merit Board Listings
Description: The information contained in the Merit Board report includes a list of officers in order of merit and the following information pertaining to each officer: Merit List position number, Service Number, name; initials; score; Military Occupation Code (MOC); years of service; current rank; current and previous seniority date and promotion zone entry date. Where applicable, the Merit Board Report also contains personal information in the form of findings and recommendations of the Board. Also contained in this bank are the Intermediate Engagement (IE) and Indefinite Period of Service (IPS) Merit Lists. A member's own records are accessible to the member and/or the members Commanding Officer on the written request of the member by providing full name, service number, rank for each year covered by the request including date of promotion to each rank; current MOC; previous MOC(s) (if applicable); date of MOC transfer (if applicable); commencement date of any period of extension of service (if applicable) and dates of release and re-enrolment (if applicable). *Class of Individuals:* Officers in the Canadian Forces (Regular). *Purpose:* The purpose of this bank is to record the personal information and the officers' merit listings resulting from the deliberations of Officer Merit Boards. These 25 Boards are convened annually to rate officers in order of merit as a result of assessing each officer's performance and potential. The personal information and merit listings are used to select officers for promotion to the next higher rank, for attendance on courses, to determine suitability for employment and to effect conversion of terms of service. It is also used by Commanding Officers for professional development and career progression. *Retention and Disposal Standards:* Records maintained since 1979 are on file and are available. These and future records will be retained for a period of 20 years for statistical and promotional purposes and then destroyed. *PAC Number:* 69-014 *Related to PR#:* DND CSA 520 *TBS Registration:* 000208 *Bank Number:* DND PPE 840

Pay Records File
Description: The bank contains, for every individual who is serving or has served in the Canadian Forces Regular and Reserve services since 1947, records of their pay and allowances entitlements; deductions such as Income Tax; Pension contributions; CPP and Employment Insurance contributions; hospital and medical plan and acquittance roll payments; and third party pay allotments, including documentation concerning compulsory payments. Records are accessible by providing service number, social insurance number and full name. *Class of Individuals:* Members of the Canadian Forces (Regular and Reserve services). *Purpose:* The purpose of this bank is to record the individual pay records for members of the Canadian Forces (Regular and Reserve services. This bank enables the Central Computation Pay System (CCPS) to determine and record pay entitlements and applicable deductions. This information may be used for statistical research purposes, and for planning implementing and evaluating government personnel policies relating to pay and allowances and to administer the recovery of debts owed to the Crown by designated agents of DND. *Consistent Uses:* Pursuant to the Income Tax Act, Employment Insurance Act and Canada Pension Plan Act, documentation to support pay and deductions, including the social insurance number, is provided to the Departments of Public Works and Government Services and designated agents of DND (e.g. collection agencies, Department of justice, federal departments and others). *Retention and Disposal Standards:* The Master Pay Records are microfilmed on a regular basis and destroyed after 54 years. Since 1976, the records are kept on computer disk/tape and are computer readable. *PAC Number:* 69-014 *Related to PR#:* DND FSB 765 *TBS Registration:* 003788 *Bank Number:* DND PPE 858

Pension File
Description: The bank contains proofs of prior service; pension election forms; copies of vital statistics of serving Canadian Forces members and their dependants; pension observations and correspondence concerning pensions. Records are accessible by providing service number and full name. *Class of Individuals:* Members of the Canadian Forces. *Purpose:* The purpose of this file is to determine superannuation benefits for members of the Canadian Forces (Regular) upon release. This information may be used for statistical research purposes and for planning, implementing and evaluating government personnel policies relating to pensions and superannuation. *Consistent Uses:* Pursuant to the Income Tax Act, documentation supporting pension entitlements, including the social insurance number, is provided to the Department of Supply and Services (DSS PCE 701, Superannuation Annuitant System Database) for the issue of pension cheques, as well as to the Department of National Revenue (Taxation) for bank RCT

PPU 005 Individual Income Tax Return. *Retention and Disposal Standards:* Records are retained by Director Pay Services until the member is released, at which time they are forwarded to the Personnel Records Centre, National Archives of Canada where they are placed in data bank PAC PCE 719. *PAC Number:* 69-014 *Related to PR#:* DND FSB 765 *TBS Registration:* 000223 *Bank Number:* DND PPE 859

Performance Evaluation Report File
Description: This bank contains Performance Evaluation Reports, course reports and, if applicable, biographical sketches, photographs, records of flying time, and letters of commendation and awards. Records are accessible by providing full name, service number, rank, Military Occupation Code and date of release if applicable. *Class of Individuals:* Members of the Regular Force and members of the Reserve Force on Class C service. *Purpose:* The purpose of this bank is to maintain a record of performance on the job. The bank is used to determine on a continuing basis the relative merit/suitability of members for promotion, training, retention, release, and other management administrative decisions. *Retention and Disposal Standards:* Records are retained for one year after the individual's release and are then transferred to National Archives of Canada where they are placed in data bank PAC PCE 720. *PAC Number:* 69-014 *Related to PR#:* DND CSA 520 *TBS Registration:* 000206 *Bank Number:* DND PPE 838

Personnel Applied Research Information Data Bank
Description: This automated data bank contains data on selection tests, training performance, and employment status in the Canadian Forces (CF) as well as information from applicant, attrition, harassment and conditions of service surveys. Data are held in perpetuity on applicants to the CF as well as current and past members. The applicant number, service number or CFPARU identification code may be used to link or match information in this bank with (DND/PPE 806, the Military Personnel Information system MK 4) and bank PSE 918 (Employment Equity Program) for purposes consistent with both banks and with the reason for which the information was collected. Matched information may subsequently be held in either or both banks. *Class of Individuals:* Applicants to the Canadian Forces and serving and former members of the Canadian Forces. *Purpose:* This automated data bank provides a database for personnel research, i.e., occupational selection and program/policy evaluation. *Retention and Disposal Standards:* CF 283 Applicant Assessment forms are retained in hard copy for five years and then indefinitely on microfiche. All other hard copy records are destroyed after five years. Automated data is retained indefinitely. *PAC Number:* 69-014 *Related to PR#:* DND PDB 360 *TBS Registration:* 000184 *Bank Number:* DND PPE 815

Personnel Files — Training
Description: The files contain personal particulars, records of performance during the course and records regarding personal behaviour and appearance. Records are accessible by providing full name, service number, rank, Military Occupation Code, course attended and school where course was taken. *Class of Individuals:* Members of the Canadian Forces. *Purpose:* The purpose of this bank is to maintain files on all personnel undergoing individual training at Canadian Forces Schools other than Military Colleges and Staff Colleges. Files enable the school to have information regarding the candidate and to collect pertinent information used by the school staff to counsel and prepare the final course reports on the students. *Retention and Disposal Standards:* Records are destroyed after two years as the information is incorporated into a formal course report which is retained in the member's performance evaluation report files (DND PPE 838) for the duration of the individual's career. Schools maintain these files for one year and then forward the files to the regional office of the National Archives of Canada where they are held for one year. Exceptions to this are the files of officer candidates at Canadian Forces Officer Candidate School, Chilliwack, where the files are maintained for eight months and then forwarded to the regional office of the National Archives of Canada where they are held for three years in data bank PAC PCE 716. *PAC Number:* 69-014 *Related to PR#:* DND RET 370 *TBS Registration:* 000210 *Bank Number:* DND PPE 842

Personnel Security Investigation File
Description: This bank contains personal data, such as criminal records, security analyses, investigative reports, credit check reports, related correspondence, notations of the level of security clearance and reliability status granted, and Security Clearance Review Board documentation and Security Intelligence Review committee appeals. Reliability check records apply to pre-employment/employment with the DND. This bank contains personal information about the individual, his or her immediate family, the names and comments of past employers, the names and comments of character references, and possibly the names and activities of associates with whom the individual would have contact. Personal information is held on individuals who are or have been the subject of security screening procedures in relation to employment with the DND, when access to classified information is a requirement. This information has been obtained to support decisions taken in determining the suitability for a security clearance when an individual will require access to classified information. The reliability check is required as a condition of employment in the CF/DND and is required to assess the honesty, trustworthiness and discretion of an individual when given access to sensitive information or government assets or access to valuables, drugs, hazardous or dangerous material; or responsibility for the well-being of persons or control of personnel. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their request. Records are filed by surname, initials and date of birth of the individual. In addition, individuals who were released before 1990 must also provide their social

insurance number. *Class of Individuals:* Current and former members of the Canadian Forces and civilian employees of the Department of National Defence. By virtue of the clearance and reliability check process, personal information may be held on individuals who are not themselves the subject of the security assessment or reliability check. *Purpose:* The purpose of this bank is to maintain investigative documentation necessary to assess an individual's loyalty and reliability to Canada from a departmental security clearance viewpoint in order to grant access to classified material. The information is also used to assess reliability as a condition of employment and for permitting access to sensitive or valuable assets, or hazardous or dangerous material; or for responsibility for the well-being of persons or control of personnel. *Consistent Uses:* The information in this bank may be used in matters which may, on reasonable grounds, be suspected of constituting threats to the security of Canada or the Department; information may also be used in other lawful investigations. *Retention and Disposal Standards:* Records are retained for a minimum period of ten years from the time of the last administrative action taken on the file *PAC Number:* 69-014 *TBS Registration:* 001782 *Bank Number:* DND PPE 834

Personnel Selection Officer Training Files
Description: This bank contains information pertaining to Personnel Selection Officers in the Canadian Forces. Specifically, it contains biographical data, course reports, on-job-training reports, academic qualifications, post-graduate course reports, professional development course reports, in- and out-service specialty training reports, records of special employment or experience, letters of appreciation and posting and promotion messages. Records are accessible by name, rank and service number. *Class of Individuals:* Personnel Selection Officers of the Regular and Reserve Forces. *Purpose:* The purpose of this bank is to select individuals for appropriate training and professional development as well as selecting qualified individuals to be employed as instructors or supervisors. *Retention and Disposal Standards:* Information is retained until the individual reaches compulsory retirement age or the rank of Lieutenant-Colonel, at which time the records are destroyed. *PAC Number:* 69-014 *Related to PR#:* DND CSA 520 *TBS Registration:* 003268 *Bank Number:* DND PPE 877

Provision of Legal Aid to Members of the Canadian Forces
Description: The file normally contains an outline of the legal problem involved and the advice given or action taken with respect to the problem. For the most part, the records in this file are limited to cases where an interview has been conducted with the member seeking legal advice. Records are accessible by providing full name, service number and location of the interview. *Class of Individuals:* Members of the Canadian Forces and U.S. military personnel serving in Canada. *Purpose:* The purpose of this bank is to document the provision of personal legal advice by legal officers of the Canadian Forces to members of the Canadian Forces and U.S. military personnel serving in Canada. *Retention and Disposal Standards:* The files are destroyed after two years. *PAC Number:* 69-014 *Related to PR#:* DND JAG 015 *TBS Registration:* 000221 *Bank Number:* DND PPE 857

Requests from and Disclosures to Investigative Bodies
Description: The bank maintains a record of all requests submitted by investigative bodies as listed in Schedule II of the Privacy Regulations, to the Department of National Defence, under section 8(2)(e) of the Privacy Act. Also contained in this bank are the replies to such requests and information related to their processing. Records are available by providing full name and rank, classification or Military Occupation Code, if applicable. *Class of Individuals:* Members of the Canadian Forces and civilian employees of National Defence. *Purpose:* The purpose of this bank is to maintain a record that provides the statistics required to report on the number of requests received annually under section 8(2)(e) of the Privacy Act to the Privacy Commissioner. *Retention and Disposal Standards:* Information is destroyed two years after date of last correspondence. *PAC Number:* 69-014 *Related to PR#:* DND PCA 610 *TBS Registration:* 000218 *Bank Number:* DND PPE 854

Reserve Force Civilian Occupations
Description: This bank holds information contained on completed questionnaires. It includes the following information: service number, name, education, union/professional association membership, language proficiency, as well as non-personal information relating to a Reservist's civilian employer, such as name, nature of employer's business, whether employer provides supplies or services to DND or NATO countries, and number of employees. Records are accessible by providing service number, rank, name. Reserve component and unit. *Class of Individuals:* Members of the Reserve Force who are in civilian occupations which may be critical to the war effort. *Purpose:* The purpose of this bank is to identify Reservists who are employed in civilian occupations or industries essential to a war effort and who may not, therefore, be available for active military service upon declaration of a national emergency. This information will assist in developing a formal set of guidelines on employment in the Reserves during both peace and war for individuals in certain civilian occupational categories. *Consistent Uses:* Where a Reservist is designated for a key military position but is also employed in a key civilian position, a resolution between DND and the employer may be sought with Employment and Immigration Canada acting as arbiter. *Retention and Disposal Standards:* Records are destroyed two years after the last administrative act. *TBS Registration:* 002105 *Bank Number:* DND PPE 865

Sea, Army and Air Cadet Personnel Files
Description: This bank contains form CF 1158 — Application for Membership in the Canadian Cadet Organizations, form CF 910 — Canadian Forces Statement of Medical Fitness Cadet Applicant, form CF 1364 — Sea/Army/Air Cadet Course Report and records of appointment, promotion, pay, training programs qualification courses and cadets activities (employment, courses, exchanges). Records are accessible by providing full name, date of birth, service number, Corps or Squadron number, title and location. *Class of Individuals:* Members of the Sea, Army and Air Cadets *Purpose:* The purpose of this bank is to maintain information on members of the Sea, Army and Air Cadets of the Canadian Cadet Organization as defined in QR (Cadets), from enrolment through to release. The personnel file is used for career management of members. *Consistent Uses:* Social insurance number is required for pay and income tax reporting purposes by the Department of National Revenue (Taxation), pursuant to the Income Tax Act. *Retention and Disposal Standards:* Records are retained by Corps or Squadron for five years from date of release, and are then destroyed. *PAC Number:* 69-014 *Related to PR#:* DND RCS 340 *TBS Registration:* 000207 *Bank Number:* DND PPE 839

Selection Boards for the In-Service Commissioning Plans
Description: This bank contains the selection boards for the following officer production plans: University Training Plan Non-Commissioned Members (UTPNCM); Special Commissioning Plan (SCP); Commissioning From the Ranks Plan (CFRP); Limited Duty Officer (LDO) for 1981, 1982, 1983 only; Officer Candidate Training Plan Military (OCTPM); and the Special Requirements Commissioning Plan, (SRCP) starting in 1986. Each contains copies of the Board's proceedings, findings and notifications to candidates. Records are accessible by providing full name, service number, rank, Military Occupation Code (at the time), plus the specific plan and year of application, nomination or selection. *Class of Individuals:* Non-Commissioned Members of the Canadian Forces who have applied for UTPNCM, SCP or OCTPM; or who have been nominated for LDO, CFRP or selected for SRCP. *Purpose:* The purpose of this bank is to record the results of the boards convened to select Non-Commissioned Members to be commissioned under the listed plans. *Retention and Disposal Standards:* The candidate's selection/non-selection documentation is destroyed after two years as copies are retained in DND PPE 837. Board reports are retained for 20 years for statistical purposes, and then destroyed. *PAC Number:* 69-014 *Related to PR#:* DND CSA 520 *TBS Registration:* 002272 *Bank Number:* DND PPE 847

Service Prison and Detention Barrack Records
Description: This bank contains records respecting persons who have been incarcerated in military service prisons and detention barracks. The records are completed and used by custodial staffs for administrative and control purposes during the incarceration of a person serving a sentence. Included among these records are those entries which concern admission, discipline, maintenance of personal property, sentence remission and discharge. Records are accessible by providing service number, name, detention identification number, place and dates of incarceration. *Class of Individuals:* Individuals who are or have been incarcerated in military service prisons and detention barracks. *Purpose:* The purpose of this bank is to control the administrative and legal documents respecting an individual's incarceration, record any disciplinary measures taken, ensure adherence to policies and procedures respecting the administration of an inmate's incarceration, plus assist in the calculation of, and the decision-making process respecting, the number of days remission earned by an inmate. *Retention and Disposal Standards:* Documents in this information bank are destroyed two years following their last administrative use. *PAC Number:* 69-014 *TBS Registration:* 001765 *Bank Number:* DND PPE 863

Social Work Services
Description: This bank records professional social work information on clients seen by social work officers. Any military person, including members of his/her family receiving social work assistance, is identified in the bank which is accessible by providing member's full name, service number, rank, Military Occupation Code, place and date of interview(s), and interviewer (if possible). *Class of Individuals:* Members of the Canadian Forces and members of their immediate families. *Purpose:* Information in the bank is used to assist the social work officer in professional treatment and case management. *Consistent Uses:* Within the parameters of Canadian Forces Medical Order 8-02, information concerning members of the Canadian Forces and dependants covered under the Code of Service Discipline may be disclosed to the Commanding Officer, to a Board of Inquiry or Summary Investigation conducting an investigation into an accident or occurrence resulting in injury or death to an individual, to Military Police and specified Investigative Bodies for the purpose of carrying out a lawful investigation, to Provincial and Municipal Authorities according to existing statutes, and as required for use in judicial proceedings. *Retention and Disposal Standards:* Files are destroyed five calendar years after the case is closed. *PAC Number:* 69-014 *Related to PR#:* DND PSB 405 *TBS Registration:* 000181 *Bank Number:* DND PPE 812

Squadron Personal File — Officer Cadets
Description: The Squadron Personal File contains reports of academic and military training; achievements; awards; counselling sessions; notes from academic advisors; administrative and disciplinary decisions. Royal Military College, College militaire royal and Royal Roads Military College files are accessible by providing the full name, service number and/or college number and the year(s) in attendance at the Canadian Military College. Files are accessible upon proper identification while the student is

in attendance. *Class of Individuals:* Officer cadets attending a Canadian Military College. *Purpose:* The purpose of this bank is to maintain a record of military and academic progress/achievement for officer cadets attending a Canadian Military College. Files are used on a daily basis by Squadron Commanders and cover approximately 1500 members on a continuous basis. *Retention and Disposal Standards:* After graduation, records are maintained as follows: CMR, destroyed after four years; RRMC, destroyed after two years and RMC, retained indefinitely for historical purposes. *PAC Number:* 69-014 *Related to PR#:* DND RET 370 *TBS Registration:* 000213 *Bank Number:* DND PPE 845

Suggestion Award Program
Description: This bank contains rules and regulations governing the Suggestion Award Program, documents on the administration of suggestions, minutes of meetings, personal information from individuals and statistical data. Records are accessible by providing full name and originating Command or Base Suggestion Award Committee, file number or subject of suggestion, and date of suggestion and/or award. *Class of Individuals:* Military personnel and civilian employees of National Defence. *Purpose:* The purpose and use of this bank is to administer the Department of National Defence Suggestion Award Program. *Consistent Uses:* Social insurance number and mailing address are required for award cheque requisitioning through the Department of Supply and Services, and for income tax purposes by the Department of National Revenue (Taxation), pursuant to the Income Tax Act. *Retention and Disposal Standards:* Accepted suggestions which result in awards under $1,000 are destroyed after three calendar years and suggestions which result in awards of over $1,000 are destroyed after five calendar years. Rejected suggestions are destroyed after three calendar years. *PAC Number:* 69-014 *Related to PR#:* DND ESD 045 *TBS Registration:* 000194 *Bank Number:* DND PPE 825

Unit Military Personnel Bank
Description: This bank contains enrolment documents, birth certificates, marriage certificates, separation agreements, divorce orders (nisi and absolute), course reports, conduct sheets, general employment information, Statements of Ordinary Residence, Physical Fitness Evaluation Envelopes, Unit Employment Records (UER) and may contain Personnel Evaluation Reports on Reservists, and documentation concerning compulsory payments. Records which have not been superseded and which have been relevant to personnel management are retained for the duration of the member's career. Other records are purged. Records are accessible by providing full name, service number, rank, Military Occupation Code and Unit. *Class of Individuals:* Serving members of the Canadian Forces (Regular and Reserve). *Purpose:* The purpose of this bank is to maintain a travelling copy of personnel records for all personnel on strength from enrolment to release. Information for this bank is used to compile nominal rolls of personnel on strength at Units. *Consistent Uses:* Pursuant to the Canada Elections Act, lists of Canadian Forces electors and their dependant electors (including their social insurance numbers) are compiled from the Statement of Ordinary Residence form. The Act requires that the lists be sent to the Chief Electoral Officer following the issue of the writs ordering a general election. Nominal rolls are produced from information held in this Bank at each Unit. *Retention and Disposal Standards:* One year after a member's release from the Canadian Forces records are transferred to the Personnel Records Centre (PRC), National Archives of Canada. Reserve Force records are transferred to PRC three years after release. Records are placed in data bank PAC PCE 716. *PAC Number:* 69-014 *Related to PR#:* DND CSA 520 *TBS Registration:* 000204 *Bank Number:* DND PPE 836

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

National Energy Board
Chapter 65

Standard Banks
Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Identification and Building-Pass Cards

Incentive Awards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Security Clearances

Staffing

Training and Development

Travel and Relocation

National Farm Products Council
Chapter 66

Note: Information on the employees of the National Farm Products Council is also held by Agriculture and Agri-Food Canada.

Standard Banks
Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Harassment

Identification and Building-Pass Cards

Incentive Awards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

National Film Board of Canada
Chapter 67

Particular Banks

Medical Records
Description: Employees of the National Film Board of Canada. This file contains medical histories, special medical examinations, tests and clinical opinions and reports. It can also contain notes from doctors and nurses or test results that were done in the workplace or outside the National Film Board. It can also have medical certificates with name or illness or diagnosis and information given by the employee or his/her doctor. *Class of Individuals:* Current or former National Film Board employees. *Purpose:* To permit a medical follow-up to the employee and in matters of work related accidents. *Consistent Uses:* The medical file is kept for the purpose of the employee Health Unit and is no account used to determine employability. The information it contains is never transmitted to any other organization or employer. *Retention and Disposal Standards:* The employee's medical file is kept in the National Film Board Health Unit until the termination of employment at which time it may be returned to the employee or archived. *TBS Registration:* 003958 *Bank Number:* NFB PPE 005

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Employee Personnel Record

Grievances

Occupational Safety and Health

Security Clearances

Travel and Relocation

National Gallery of Canada

Chapter 68

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Incentive Awards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Security Clearances

Staffing

Training and Development

Travel and Relocation

National Library of Canada

Chapter 69

The National Library's employee information banks are the same as those for National Archives of Canada (Chapter 60).

National Museum of Science and Technology

Chapter 70

Particular Banks

Reliability Checks

Description: This bank contains information gathered by government institutions in conducting reliability checks on individuals working or applying for work with the institution by way of appointment, assignment of contract in accordance with the Security Policy of the Government of Canada. The bank includes verification data of educational and professional qualifications, employment criminal records and, where required, credit data, as well as other personal information. *Class of Individuals:* Individuals working or applying for work with the Federal government by way of appointment, assignment or contract. *Purpose:* To confirm identity and determine whether individuals can be trusted to carry out their tasks reliably and honestly. *Consistent Uses:* To support decisions on transfers, promotions, discipline and termination of employment. *Retention and Disposal Standards:* The information in this bank is destroyed

two years after an employee leaves the institution for which the check was done. *PAC Number:* 86-001 *TBS Registration:* 002862 *Bank Number:* STM PPE 801

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Incentive Awards

Occupational Safety and Health

Official Languages

Pay and Benefits

Performance Reviews and Employee Appraisals

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

National Parole Board

Chapter 71

Particular Banks

Employee reliability checks

Description: This bank contains information gathered by the National Parole Board in conducting reliability checks on individuals working or applying for work with the National Parole Board by way of appointment, assignment or contract in accordance with the security policy of the federal government. The bank includes verification data of educational and professional qualifications, employment, credit, criminal record and other personal information. The information is used to confirm the identity and determine the reliability of these individuals. *Class of Individuals:* Individuals working or applying for work with the National Parole Board by way of appointment, assignment or contract. *Purpose:* The purpose of this bank is to confirm an individual's identity and to determine whether that individual can be trusted to carry out tasks honestly and reliably. *Consistent Uses:* The information is used to support decisions on transfers, promotions, discipline and termination of employment. *Retention and Disposal Standards:* The information in this bank is destroyed two years after it was last used for an administrative purpose. *PAC Number:* 86-001 *Related to PR#:* NPB NPB 005 *TBS Registration:* 002100 *Bank Number:* NPB PPE 801

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Security Clearances

Staffing

Training and Development

Travel and Relocation

National Research Council Canada
Chapter 72

Particular Banks

Conflict of Interest
Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties. *Class of Individuals:* Employees of the institution *Purpose:* The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest. *Consistent Uses:* To support decisions on transfers, discipline and termination of employment. *Retention and Disposal Standards:* Records are retained by the National Research Council for the duration of employment plus two years, after which the records are destroyed. *PAC Number:* 85-001 *TBS Registration:* 000959 *Bank Number:* NRC PPE 801

Employment Equity Program
Description: The bank contains personal information on employees such as education, work history, career aspirations, and training and development, which is collected by interviews or compiled from employees' files or automated data systems. Respondents are asked to complete a Voluntary Self-Identification form and identify themselves as male or female, Aboriginal Persons, Persons with Disabilities or members of a Visible Minority. An employee number may be used to identify employees when these identifiers are required to locate employee records. *Class of Individuals:* Employees of the National Research Council. *Purpose:* This bank provides documentation for the implementation of the employment equity program. Data is collected to provide a comprehensive picture of employees by designated group status (e.g., women, Aboriginal Peoples, Persons with Disabilities, and members of Visible Minority Groups). This information is used to compare the relative situation of designated group members with non-designated group members within the Council and with their counterparts in the general labour market. *Consistent Uses:* The information gathered will be used for reporting and administrative purposes in the delivery of NRC's Employment Equity program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that designated groups participate in and are equitably represented in the National Research Council. It may also be used for policy and planning purposes related to employment equity. *Retention and Disposal Standards:* The disposal criteria for this bank are to be established. *PAC Number:* 85-001 *TBS Registration:* 002202 *Bank Number:* NRC PPE 802

Performance Reviews and Employee Appraisals
Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities,accomplishments and interests. *Class of Individuals:* Employees of the National Research Council. *Purpose:* The purpose of this bank is to maintain information regarding the level of performance of individual employees within the National Research Council, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and termination during the Initial Term Appointment period. *Consistent Uses:* The information is also used to support decisions regarding promotions, transfers, demotions, employee assistance, discipline and termination of employment. *Retention and Disposal Standards:* Records are retained for five years, after which they are destroyed. *PAC Number:* 85-001 *TBS Registration:* 002201 *Bank Number:* NRC PPE 803

Scientific Integrity — Investigations
Description: This bank contains information on investigations of alleged scientific misconduct by NRC employees; interview notes, testimony by witnesses; legal opinions, investigation notes of possible misconduct and analysis reports of these investigations; correspondence; reference documents; minutes of the meetings of the investigation committee. *Class of Individuals:* Employees of the National Research Council. *Purpose:* The purpose of this bank is to maintain information used in determining the need for and the nature of disciplinary action in the event of scientific misconduct. These records are also kept for purposes of appeal or other proceedings. *Consistent Uses:* To support decisions on disciplinary actions which may arise as a result of an investigation. *Retention and Disposal Standards:* Records are retained by the National Research Council for the duration of employment plus two years, after which the records are destroyed. *PAC Number:* 86-001 *TBS Registration:* 003699 *Bank Number:* NRC PPE 805

Staffing
Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory printouts; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results; eligibility lists; offers of employment; notices to candidates; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex and education levels. (N.B. Notations of staffing decisions may also appear in the Employee

Personnel Record.) *Class of Individuals:* Employees of the National Research Council. *Purpose:* The bank provides a record of the information used in staffing positions within the National Research Council. *Consistent Uses:* This bank may also be used in the selection of candidates for the Council's Secondment Program. *Retention and Disposal Standards:* Records are retained for two years after any administrative action, after which they are destroyed. *PAC Number:* 86-001 *Related to PR#:* NRC PAS 745 *TBS Registration:* 002438 *Bank Number:* NRC PPE 804

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Discipline

Employee Assistance

Employee Personnel Record

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Reliability Checks

Security Clearances

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Natural Resources Canada

Chapter 73

Particular Banks

Assignments Program

Description: This bank contains personal information on applicants to the Program, on types of assignments offered, and on performance of assignees. *Class of Individuals:* The information relates to current and former Public Service employees who have registered in the Program. *Purpose:* The purpose of this bank is to collect and maintain records on employees who have applied to the Program and match the requests from managers to fill positions through the Program. *Consistent Uses:* The records are used to match requests from employees for an assignment with requests from managers to fill vacancies. *Retention and Disposal Standards:* Files are destroyed three years after the end of the assignment. *Contact:* Chief, Career Consultation Services, CSS-HRB. *Related to PR#:* NRCan CSS 790 *TBS Registration:* 003309 *Bank Number:* NRCan PPE 811

CANMET Management Information System

Description: Name, Employee Number, office location, telephone number, names of branches where previously employed within the Sector, conferences and foreign travel undertaken, assets in the custody of employees. *Class of Individuals:* Employees of the Mineral and Metals Sector. *Purpose:* To record assets such as computers and equipment in the custody of employees. *Consistent Uses:* To provide Sector management with reports on to readily identify location of Sector assets. Access to the database will be restricted by the use of passwords. *Retention and Disposal Standards:* Two years following the last administrative use. *Contact:* Director, Informatics, Policy, Planning and Services Branch, METS. *Related to PR#:* NRCan DEX 007 *TBS Registration:* 003370 *Bank Number:* NRCan PPE 807

Crown-owned Living Accommodation

Description: Information relating to employees who occupy Crown-owned housing in remote northern areas including names, occupations, family status, number of children and employee classification and salary. Also contains the amount of rental and the dates of occupancy. *Class of Individuals:* Departmental employees. *Purpose:* The data are used to administer accommodation requirements and the collection of rental deductions. *Consistent Uses:* Linked to Department of Public Works PWC PPU 020. *Retention and Disposal Standards:* Individual files are retained for two years after the occupants vacate the premises. *Contact:* Manager, Departmental Services, CSS-AMAS. *PAC Number:* 86-001 *Related to PR#:* NRCan CSS 730 *TBS Registration:* 000408 *Bank Number:* NRCan PPE 802

Departmental Computer-Assisted Facilities Management System.

Description: Information relating to the space occupied by employee including name, PRI, status, responsibility center, level, job title, building, room number, telephone number. *Class of Individuals:* Departmental employees. *Purpose:* The data are used to manage accommodation and forecast space usage by category of employee. *Consistent Uses:* All employee data will be derived by upload from the departmental telephone directory or the departmental financial system. *Retention and Disposal Standards:* The retention and disposal periods are to be

approved by the National Archives of Canada. *Contact:* Director, Strategic Planning, CSS-AMAS. *Related to PR#:* NRCan CSS 790 *TBS Registration:* 003332 *Bank Number:* NRCan PPE 813

Departmental Credit Card Holder Master File
Description: This electronic data base stores information in the Departmental Card Master File relating to employees of the Department who are custodians of commercial credit cards, e.g. Mastercard, American Express, etc. The information for departmental employees is gathered by the Credit Card Account Number, Card Holder's Name and the Personal Record Identifier (PRI). The credit card account holder records the purchases they make for the Department in the Government Financial System (GFS). The credit card account number cannot be used to enter purchases because this could allow unauthorized use of the card or accounts. The card holder's name cannot be used by itself due to the possibility of duplicate names which would result in charges to the wrong account number. Therefore, the system uses the PRI number, in conjunction with the name of the employee, to verify & ensure that the correct financial account number is accessed and charged. The PRI number is not displayed or printed or distributed for any other use. *Class of Individuals:* Employees of the Department. *Purpose:* To ensure that the correct credit card account number is charged for purchases made by employees on behalf of the Department. *Consistent Uses:* In the event of fraud, some information might be requested and released to investigating authorities. *Retention and Disposal Standards:* The records are retained for a period of 6 fiscal years and will then be purged by the system. *Contact:* Assistant Director, Financial Systems and Training, CSS-FMB *TBS Registration:* TBS 003657 *Bank Number:* NRCan PPE 817

Departmental Employee Master Data Base
Description: This electronic master data base contains names of employees of the Department, Personal Records Identifiers (PRI), titles, both work and home addresses and telephone numbers. Data input is performed by employees of Compensation and Benefits, Human Resources Services Branch, using existing sources such as information completed by employees in the normal course of staffing actions. *Class of Individuals:* Employees of the Department. *Purpose:* The master data base consists of tombstone data used for a variety of administrative purposes. This data system is used primarily by the Human Resource Services Branch for Struck Off Strength (SOS) and Taken On Strength (TOS) actions, and to verify addresses for T4 Income Tax form mailings. The PRI number contained in the data base is not displayed or printed or distributed for use by anyone except authorized employees of the Human Resources Branch. *Consistent Uses:* The system is also used to respond to enquiries from the public about employees' place of work, their work telephone number or length of employment with the Department. It is used by Telecommunications to maintain the Natural Resources Canada Directory of People and Services, and by the Records Office to order former employee files from National Archives when they are taken on strength again. Access to the system is strictly controlled and password protected through a "User Log On" validation process. Access is only given to those persons with a "need to know". *Retention and Disposal Standards:* The data is maintained and updated when required on an ongoing basis. A backup of the data is made periodically in the event of system failure. This system will eventually be replaced by the "People Soft / Human Resource Management System" . *Contact:* Chief, Human Resource Information Management System, CSS-HRB *Related to PR#:* NRCan CSS 765 *TBS Registration:* 003647 *Bank Number:* NRCan PPE 815

Directory of People and Services.
Description: This bank consists of information about the organization and employees of the Department. It includes the employee's name, Personal Record Identifier, office location, telephone number, organization and the services provided by the employee. *Class of Individuals:* Departmental employees. *Purpose:* The data is used to produce the hard-copy Directory of People and Services and will provide on-line lookup. The Personal Record Identifier (PRI) will not be displayed in the on-line lookup facility for the Directory or in the printed Directory. This databank is also intended to be a central repository of identical tombstone data required by other internal administrative systems. *Consistent Uses:* Identical tombstone information required by other administrative systems (such as Parking) will reside in this personal information bank in order to eliminate duplicate entries. Access to the different administrative banks will be restricted by the use of passwords and other security measures. *Retention and Disposal Standards:* Two years following the last administrative use. *Contact:* Chief, Telecommunications Services, CSS-IMB. *Related to PR#:* NRCan CSS 770 *TBS Registration:* 003344 *Bank Number:* NRCan PPE 806

Employee Medical Referrals
Description: This bank contains notice of mandatory referral, correspondence relating to medical problems, medical assessment regarding employee's capability to work or limitations. *Class of Individuals:* The information relates to current and former departmental employees for whom a medical assessment was required. *Purpose:* The purpose of this bank is to collect and maintain information relating to the assessment of employee's capability to work. *Consistent Uses:* The records are used to assess employee's capability to perform duties; to authorize leave and benefits; to monitor the health of employees who are subject to certain occupational risks. *Retention and Disposal Standards:* Records are retained for a period of two years after the last administrative use. *Contact:* Director, Employer / Employee Relations Division, CSS-HRB. *Related to PR#:* NRCan CSS 765 *TBS Registration:* 003308 *Bank Number:* NRCan PPE 810

Garnishment of Salaries and Other Remuneration
Description: This bank contains information relating to garnishment of salaries and other remuneration in accordance with the Garnishment, Attachment and Pension Diversion Act. Documentation includes notice of intention to garnishee, garnishee summons, and other related correspondence. *Class of Individuals:* Departmental employees and contractors engaged by the Department as individuals, under contracts for services only, against whom garnishment proceedings have been taken. *Purpose:* The purpose of this bank is to provide documentation to enable execution of orders of garnishment for the administration of pay and benefits within the Department. *Consistent Uses:* Garnishment procedures require the disclosure of information to the registrar of the provincial court and the sheriff of the county where the proceedings commenced, as well as to the Department of Justice in its capacity as designated agent of the Crown. Within the Department of Natural Resources Canada, a complete file is held by the Compensation and Benefits Advisor while a copy of all necessary financial information is held by the Financial Services Office. *Retention and Disposal Standards:* Files are destroyed six fiscal years after the final garnishment payment or after all administrative action is complete. *Contact:* Chief, Compensation and Benefits, CSS-HRB. *Related to PR#:* NRCan CSS 765 *TBS Registration:* 002313 *Bank Number:* NRCan PPE 803

Passports and Visas
Description: This bank is maintained by the Passport Office, Departmental Services and is used to administer departmental requests for passports and visas. The bank contains the passport application form, date of birth, sex, marital status and other personal information including special passport numbers, visa numbers, history of official trips taken, etc. Files containing copies are held by the originating organizations in the Department. *Class of Individuals:* Departmental employees, exempt staff and some consultants working for the Department who require special or diplomatic passports and visas. *Purpose:* The information is used to process requests for passports and visas for employees, exempt staff, delegations travelling to foreign countries and for some consultants travelling abroad on behalf of the Department. *Consistent Uses:* Information may be disclosed to the Department of Foreign Affairs and International Trade and to embassies for the organization of delegations to foreign countries. *Retention and Disposal Standards:* Records are retained for five years until the passport has expired and are then destroyed. *Contact:* Chief — Revenue & Accounts Receivable — CSS/FMB *TBS Registration:* 003670 *Bank Number:* NRCan PPE 816

Salary Forecast Module
Description: This bank contains salaries and person-year information by individual. It also includes period of work, position number, group level and employee status. The Personal Identifier Number (PRI) is used for administrative purposes. *Class of Individuals:* The information relates to employees of the Department. *Purpose:* The purpose of this bank is to forecast salary requirements for the Department and to record person-year utilization. Both are used for internal management information. There is no administrative use of this bank in the context of the Privacy Act. *Consistent Uses:* The records are used to supplement planning and budgeting exercise. No data is disclosed to outside sources. *Retention and Disposal Standards:* Records are retained for a period of six years. *Contact:* Assistant Director, Financial Systems and Training, CSS-FMB. *Related to PR#:* NRCan CSS 720 *TBS Registration:* 003119 *Bank Number:* NRCan PPE 805

Workforce Adjustment
Description: This bank contains personal information on employees who are entitled to a staffing priority and results of referrals made to managers and/or staffing advisors. *Class of Individuals:* Current and former departmental employees who have been entitled to a staffing priority. *Purpose:* The purpose of this bank is to provide documentation to personnel advisors and managers in order to facilitate the placement of those employees entitled to a staffing priority. *Consistent Uses:* The records are used to facilitate the placement of employees. *Retention and Disposal Standards:* Records are retained for two years after the employee has been placed. *Contact:* Chief, Workforce Adjustment, CSS-HRB. *Related to PR#:* NRCan CSS 765 *TBS Registration:* 003310 *Bank Number:* NRCan PPE 812

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Conflict of Interest and Post-Employment Code

Discipline

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Incentive Awards

Occupational Safety and Health

Official Languages

Parking

Performance Reviews and Employee Appraisals

Reliability Checks

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Natural Sciences and Engineering Research Council of Canada

Chapter 74

Particular Banks

Conflict of Interest

Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties. *Class of Individuals:* Employees of the institution. *Purpose:* The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest. *Consistent Uses:* To support decisions on transfers, discipline and termination of employment. *Retention and Disposal Standards:* Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed. *PAC Number:* 85-001 *TBS Registration:* 001628 *Bank Number:* SER PPE 801

Employee Performance Appraisals

Description: This bank contains performance appraisals, reports, and correspondence concerning the work performance of individual NSERC employees in terms of skills, abilities, accomplishments and interests. *Class of Individuals:* All indeterminate and term employees of NSERC as well as some temporary assistants. *Purpose:* The purpose of this bank is to maintain information regarding the level of performance of individual employees with NSERC. The information is used to support decisions related to the retention, termination or extension of employees on probation as well as to determine and approve performance pay and salary increments. *Consistent Uses:* Performance appraisals are also used in human resources planning activities such as career and succession planning, and in internal staffing, transfer, promotion, demotion, employee assistance, discipline, and termination of employment. To these ends, the information in appraisals may be disclosed to committees comprised of management staff and to internal selection boards. Performance appraisal documents will also be used to assess the effectiveness of the performance appraisal system itself. To do this, some personal information will be disclosed to review committees of management staff for the purpose of assessing the equatability of the ratings across different directorates and branches within NSERC. *Retention and Disposal Standards:* Files are retained on file for five years, then destroyed. *PAC Number:* 86-001 *TBS Registration:* 002582 *Bank Number:* SER PPE 802

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Discipline

Employee Assistance

Employee Personnel Record

Grievances

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Northern Pipeline Agency Canada

Chapter 75

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Employee Personnel Record

Pay and Benefits

Travel and Relocation

Northwest Territories Water Board
Chapter 76

Please note: Information on the employees of the Northwest Territories Water Board is held by Indian and Northern Affairs Canada.

Office of the Auditor General of Canada
Chapter 77

Particular Banks

Conflict of Interest
Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties. *Class of Individuals:* Departmental employees. *Purpose:* The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest. *Consistent Uses:* To support decisions on transfers, discipline and termination of employment. *Retention and Disposal Standards:* Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed. *PAC Number:* 85-001 *TBS Registration:* 001605 *Bank Number:* OAG PPE 801

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Discipline

Employee Personnel Record

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Office of the Chief Electoral Officer
Chapter 78

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Incentive Awards

Occupational Safety and Health
Official Languages
Parking
Pay and Benefits
Performance Reviews and Employee Appraisals
Reliability Checks
Security Clearances
Staffing
Training and Development
Travel and Relocation
Vehicle, Ship, Boat and Aircraft Accidents

Office of the Commissioner of Official Languages

Chapter 79

Particular Banks

Garnishment

Description: This bank contains documentation concerning garnishment proceedings for the Administration of Pay and Benefits within the Office. *Class of Individuals:* Employees of the Office against whom garnishment or diversion proceedings have been taken. *Purpose:* The information enables execution orders of garnishment in accordance with the Garnishment Attachment and Pension Diversion Act. *Consistent Uses:* The bank is also used to approve deductions from salary. *Retention and Disposal Standards:* Files are retained two years after debt is paid. If the employee moves to another department before the debt is paid, the file follows. If the employee moves to another department after the debt is paid, the file remains with OCOL and is destroyed after a two-year period. *TBS Registration:* 002849 *Bank Number:* COL PPE 803

Pay and Benefits

Description: This bank contains certificates for pay, allowances and deductions, which set pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. *Class of Individuals:* Employees of the institution. *Purpose:* The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circums tances. *Consistent Uses:* To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown. *Retention and Disposal Standards:* Records are destroyed two years after expiry of fiscal year, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments or to collect debts owed to the Crown in which case records are retained until the overpayment is settled or the debt collected. *TBS Registration:* 002850 *Bank Number:* COL PPE 804

Professional and Personal Services Contracts

Description: This bank contains the contracts entered into, types of services rendered, length of contracts, the social insurance number of individuals on contract, the actual contracts and supporting documents. *Class of Individuals:* Individuals hired under professional and personal service contracts by the Office. *Purpose:* The bank is used for accounting, reference and statistical purposes. *Retention and Disposal Standards:* These records are kept for six years and then destroyed. *TBS Registration:* 003789 *Bank Number:* COL PPE 806

Superannuation

Description: This bank contains Birth Certificates for employees, spouse and children; information of marital status; documents regarding date of becoming a contributor to the Superannuation Plan; Reciprocal Transfer Agreements; Elections; Pension Calculations; Salary History; and Designation of Beneficiary. *Class of Individuals:* Active and former employees who were contributors to the Superannuation. *Purpose:* To have access, in one location, to all pertinent data concerning pension. *Consistent Uses:* To assess eligibility to contribute, to calculate cost of prior service and to calculate benefits for both annuitants and survivors. *Retention and Disposal Standards:* Records are destroyed two years after all actions are completed. *TBS Registration:* 002848 *Bank Number:* COL PPE 802

Surplus Employee

Description: This bank contains personal information on employees who are declared surplus and are entitled to a surplus priority (legal priority accorded by the P.S.C.). Personal information includes: Education, Employment History , resume, copy of all forms and correspondence related to the situation, training and preferred location of employment. *Class of Individuals:* Employees declared surplus. *Purpose:* This bank provides documentation to Personnel Officers in order to facilitate the placement of employees entitled to staffing priority within the Public

Service. *Consistent Uses:* To have an updated file on the employee and the actions taken to obtain a new position. *Retention and Disposal Standards:* Two years after the employee leaves. *PAC Number:* 86-001 *TBS Registration:* 002847 *Bank Number:* COL PPE 801

Training and Development
Description: This bank contains personal data including course applications; personal record identifier; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities sponsored by the government or by private organizations. Information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank. *Class of Individuals:* Employees of the institution. *Purpose:* The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions. *Consistent Uses:* To approve and register the participation of employees in training and development activities and to certify the achievements of employees. *Retention and Disposal Standards:* Records are destroyed five years after completion of the particular training and development undertaken by an employee. *TBS Registration:* 001265 *Bank Number:* COL PPE 805

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Incentive Awards

Occupational Safety and Health

Official Languages

Parking

Performance Reviews and Employee Appraisals

Reliability Checks

Security Clearances

Staffing

Travel and Relocation

Office of the Inspector General of the Canadian Security Intelligence Service

Chapter 80

Information on the employees of the Office of the Inspector General of the Canadian Security Intelligence Service is held by the Department of the Solicitor General Canada.

Office of the Superintendent of Financial Institutions Canada

Chapter 81

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Grievances

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages
Parking
Pay and Benefits
Performance Reviews and Employee Appraisals
Security Clearances
Staffing
Training and Development
Travel and Relocation
Vehicle, Ship, Boat and Aircraft Accidents

Pacific Pilotage Authority Canada
Chapter 82

Particular Banks

Employee Personnel Record

Description: This bank provides a summary record of an individual's employment with the Authority. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within the Authority are coordinated in the interests of both the individual and the employer. The Employee Personnel Record contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career resumes and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification, including levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above. This bank relates to employees of the Authority. Its purpose is to provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation. The information is used to authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare and Supply and Services Canada for pension purposes. Information in this bank is retained by the Authority for the duration of employment plus one year, and is then microfiched. Records of individuals are kept permanently by the Authority. *PAC Number:* 85-001 *Bank Number:* PPA PPE 802

Register of Employee Pilots

Description: This bank is alphabetically filed in the Pilots Establishment Book, consisting of an alphabetical list and documentation of physical characteristics, licences, and certificates, as well as the individual's accident or incident reports. Individuals have access to their own files in this bank by providing name and pilot's number. The information relates to pilots employed by the Authority. The information was obtained as required under the Pilotage Act. It is a general record on each individual employee pilot including name, age, medical record, physical characteristics, licences, certificates, qualifications and record of accidents and incidents. Records are retained for an indefinite period. *PAC Number:* 85-001 *Bank Number:* PPA PPE 801

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Pay and Benefits

Patented Medicine Prices Review Board
Chapter 83

Standard Banks
Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Conflict of Interest and Post-Employment Code
Discipline
Employee Assistance
Employee Personnel Record
Employment Equity Program
Grievances
Harassment
Identification and Building-Pass Cards
Incentive Awards
Occupational Safety and Health
Official Languages
Parking
Pay and Benefits
Performance Reviews and Employee Appraisals
Reliability Checks
Security Clearances
Staffing
Training and Development
Travel and Relocation
Vehicle, Ship, Boat and Aircraft Accidents

Pension Appeals Board
Chapter 84

Any pertinent information concerning PAB employee personal records should be directed to Staff Relations, Human Resources Services ISP, Human Resources Development, 20th Floor, Tower "B", Place Vanier, Vanier, Ontario K1A 0L1.

Privy Council Office
Chapter 85

Particular Banks

Security Clearances and Assessments Bank
Description: This bank contains the security clearance records of employees, candidates for employment and agency and contract personnel in the Prime Minister's Office, the Privy Council Office, various royal commissions and task forces, the Office of the President of the Queen's Privy Council for Canada, the office of the leaders of the Government in the House of Commons and the Senate, the Canadian Intergovernmental Conference Secretariat and the Security Intelligence Review Committee. The bank also contains security clearance records or security assessments for certain Order-in-Council appointees or candidates for appointment. Security clearance records include personal history forms, fingerprint forms and records of criminal convictions, records of security briefings, summaries of Canadian Security Intelligence Service (CSIS) field investigations and correspondence related to the security clearance process and other information pertaining to the issuance of identification cards. *Purpose:* The purpose of this bank is to record information pertinent to the determination of an employee's security clearance level, provide confirmation of security clearance information to other government departments, and to provide security assessments on certain Order-in-Council appointees or candidates for appointment. Records are destroyed 2 years after the term of employment except in cases where the clearance is still valid. In these cases, the files are destroyed upon expiry of the clearance. *PAC Number:* 86-001 *TBS Registration:* 002546 *Bank Number:* PCO PPE 801

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Incentive Awards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Public Service Commission of Canada

Chapter 86

Central Banks

Access Requests

Description: This bank may contain access request forms, the replies to such requests and information relating to the processing of the requests. *Class of Individuals:* Public servants who have made a formal access request under the Access to Information Act or the Privacy Act. *Purpose:* This bank exists in accordance with section 4 of the Access to Information Act and section 12 of the Privacy Act to process access requests made under the Acts. *Consistent Uses:* The bank is used to record and process access requests, to respond to complaints received under the Acts, and for statistical purposes. *Retention and Disposal Standards:* Records are retained for two (2) years after completion of the request, and then destroyed. *PAC Number:* 85-016 *Related to PR#:* PSC CMB 901 *TBS Registration:* 001684 *Bank Number:* PSC PCE 743

Appeal Hearings Files

Description: This bank may contain an appeal document, an advice of selection form, evidence adduced at the hearing, including performance review and appraisal forms when used in the selection process, an appeal board decision and an appeal file control record. It may also contain tape recordings of the proceedings. Persons completing a Personal Information Request Form are required to quote the Appeals Directorate file reference number given on the Appeal Board decision report submitted to the appellant. *Class of Individuals:* Public servants having filed an appeal or persons involved in the appeal. *Purpose:* This bank exists by reason of section 21 of the Public Service Employment Act and sections 45 and 48 of the Public Service Employment Regulations to record and provide information on appeals. *Consistent Uses:* The files are used to provide information gathered in the course of an appeal hearing so that a decision may be rendered by the Appeal Board chairperson. *Retention and Disposal Standards:* Decisions are microfilmed and retained for twenty (20) years from the date of the decision; files and tape recordings are kept for two years and destroyed. However, for files referred to the Federal Court of Canada under section 18 of the Federal Court Act the decisions are microfilmed and are retained for twenty (20) years whether the section 18 application is allowed or dismissed with or without reason. Computerized information is retained for five (5) years. *PAC Number:* 94-001 *Related to PR#:* PSC AIB 005 *TBS Registration:* 001445 *Bank Number:* PSC PCE 702

Applicant Inventory

Description: This bank may contain applications/curriculum vitae and screening information. The bank may also contain records of applicants for the Co-operative Education and Employment Equity Programs, (the Access Program for Disabled Persons, the Visible Minority Employment Program, the National Indigenous Development Program, the Northern Careers Program and Option — the Non-Traditional Occupations Program for Women). Individuals seeking access to this information are required to specify the city in which they presented an application for employment. *Class of Individuals:* Public servants who have applied for a position in the public service through the Applicant Inventory. *Purpose:* This bank exists in accordance with section 5(a)(ii) of the Public Service Employment Regulations to provide for the maintenance of an inventory of candidates who have applied for employment with the Public Service of Canada in the administrative support, the administrative and foreign services, and professional, scientific technical and operational categories excluding the EX group. *Consistent Uses:* This bank is used to identify applicants suitable for referral and

appointment to positions in the public service. The information on under-represented groups is used for statistical purposes by the Public Service Commission, Treasury Board and the employing department. Relationship with other systems: Data from the CO-OP system is frequently matched with the Appointment Information Management System (AIMS) for statistical purposes and program evaluation to determine the number of students who become regular employees of the Public Service. The National Applicant Inventory System (NAIS) is also matched with AIMS to obtain statistical information on appointments within the Public Service. Various exam results are extracted from the Test Storage and Results Analysis System (TS & RAS) for input into NAIS. Data is also extracted to obtain information on recruitment and referral for the Operational Performance Measurement System (OPMS). *Retention and Disposal Standards:* Records are maintained for two (2) years after being removed from the inventory, and then destroyed. Computerized information is retained for five (5) years. *PAC Number:* 94-001 *Related to PR#:* PSC SPB 030 *TBS Registration:* 001451 *Bank Number:* PSC PCE 708

Applicant Inventory Referral Files
Description: This bank may contain general personal data, referral forms, reference checks and referral results. *Class of Individuals:* Public servants referred by the PSC to departments and agencies, excluding employees in the EX group. *Purpose:* This bank exists to record referrals by the PSC to departments and agencies. *Consistent Uses:* The bank is used to provide information on employees referred by the PSC. The information on under-represented groups is used for statistical purposes by the Public Service Commission, Treasury Board and the employing department. Relationship with other systems: Applicant Inventory Referral Files (AIRF) data is input to the Operational Performance Measurement System (OPMS) for program evaluation purposes. *Retention and Disposal Standards:* Records are retained for two (2) years and then destroyed. Computerized information is retained for four (4) months. *PAC Number:* 94-001 *Related to PR#:* PSC SPB 030 *TBS Registration:* 001453 *Bank Number:* PSC PCE 710

Assessment Centre Files (EIEP)
Description: This bank may contain memoranda and letters; biographical information and assessment results. *Class of Individuals:* Federal public servants who have been assessed by the Assessment Centre (EIEP). *Purpose:* This bank exists in accordance with sections 10 and 16(1) of the Public Service Employment Act to record and provide information relating to the assessment of Career Assignment Program or departmental development program candidates. *Consistent Uses:* This bank is used to record and provide all information relating to the assessment of candidates for the Career Assignment Program or departmental developmental programs so that meritorious selections may be made. It is also used to provide assessment information to candidates requesting feedback and to gather normative and research data on candidates who have gone through the Assessment Centre. *Retention and Disposal Standards:* Hardcopy and computer records are retained for thirty (30) years after the assessment and then destroyed. *PAC Number:* 85-016 *Related to PR#:* PSC SPB 070 *TBS Registration:* 001469 *Bank Number:* PSC PCE 726

Business/Government Executive Exchange
Description: This bank may contain nomination and biographical information, performance reviews and employee appraisals, agreements, job descriptions, interview notes, curriculum vitae, and correspondence related to the assignment, selection, orientation, inventory and counselling of participants. *Class of Individuals:* Government executives who have been nominated for, are currently on, or have completed, an assignment in business or industry. *Purpose:* This bank exists to maintain an inventory of government executives who have been nominated for possible participation in the program and to keep historical records of all persons who have participated. *Consistent Uses:* The information is used to assess candidates and to refer them for possible assignment opportunities in business and industry. *Retention and Disposal Standards:* Records are retained for two (2) years after termination of an assignment, and then destroyed. Information on candidates who did not participate in the Program is retained for two (2) years, and then destroyed. *PAC Number:* 94-001 *Related to PR#:* PSC EPB 081 *TBS Registration:* 001909 *Bank Number:* PSC PCE 757

Career Assignment Program (CAP) and Special Development Program (SDP) Nominee Data
Description: This bank may contain basic personal information in one or more of three formats: nominee cards (discontinued in 1984), nominee files and selection board files. Information includes nomination forms, reasons for nomination, curriculum vitae, general career plans, appraisal information, selection review board summaries and results, language knowledge examination results, and general correspondence related to CAP nominations or SDP nominations. *Class of Individuals:* Public servants nominated for CAP or SDP. *Purpose:* This bank exists in accordance with sections 10 and 16(1) of the Public Service Employment Act to record and provide information relating to initial and final nominations to CAP and SDP and, in the case of final nominations, to record and present information for review and decision by selection board members regarding acceptance to the programs. *Consistent Uses:* This bank is used to record and provide information on CAP and SDP nominees to the initial (assessment centre) and final (selection board) selection phase for statistical, administrative, and counselling purposes. Selection board files are expanded nominee files providing information to board members for decisions regarding admission to the Program. *Retention and Disposal Standards:* Hardcopy records of employees who do not proceed beyond the selection phase are retained for three (3) years, and then destroyed. (Note:

selection board files of accepted candidates are transferred to the participant files bank.) Selected information on all candidates is computerized and retained for statistical purposes for twenty (20) years. *PAC Number:* 94-001 *Related to PR#:* PSC EPB 080 *TBS Registration:* 001705 *Bank Number:* PSC PCE 751

Career Assignment Program (CAP) and Special Development Program (SDP) Participant Files
Description: This bank may contain basic personal information: nomination forms, reasons for nomination, curriculum vitae, career plan, appraisal information, Selection Review Board summaries and results, language knowledge examination results, course participation data and correspondence related to CAP or SDP participation. *Class of Individuals:* Public servants who are currently enroled or have participated in CAP or SDP. *Purpose:* This bank exists in accordance with sections 10 and 16(1) of the Public Service Employment Act to maintain an historical record of all persons who have participated in the Career Assignment Program or the Special Development Program. *Consistent Uses:* This bank is used to provide statistical information on CAP and SDP participants for human resource planning, staffing and general personnel management purposes. Relationship with other systems: Information on past participants is updated monthly with the Management Resources Information System (MRIS) data and a CAP indicator on MRIS is updated from the CAP system. A semi-annual interface with the Treasury Board Incumbent/Mobility Systems is made to obtain the date joined the Public Service. *Retention and Disposal Standards:* Selected information is computerized and retained for statistical purposes for twenty (20) years. All records are retained in hard copy until five (5) years after termination of CAP or SDP participation. *PAC Number:* 94-001 *Related to PR#:* PSC EPB 070 *TBS Registration:* 001468 *Bank Number:* PSC PCE 725

Career Assignment Program (CAP) Assessment and Career Counselling Data (1968-73)
Description: This bank may contain biographical information; assessment results and summary of performance of each candidate who voluntarily undertook the CAP assessment and career counselling tests between 1968 and 1973. *Class of Individuals:* Federal public servants who were candidates for the Career Assignment Program (1968 to 1973). *Purpose:* This bank exists in accordance with section 16(1) of the Public Service Employment Act to record all information relating to the assessment and career counselling of candidates for the Career Assignment Program (1968 to 1973). *Consistent Uses:* This bank is used to provide assessment information to candidates requesting feedback and to gather normative and research information on the candidates in the Career Assignment Program. *Retention and Disposal Standards:* Records of employees assessed between 1968 and 1973 will be kept for thirty (30) years, and then destroyed. *PAC Number:* 85-016 *Related to PR#:* PSC SPB 070 *TBS Registration:* 001467 *Bank Number:* PSC PCE 724

Course Registration and Information System
Description: This bank may contain basic personal data and related course administrative data on public service employees. Persons completing a Personal Information Request Form are required to quote the pertinent Training Programs course numbers. *Class of Individuals:* Public servants who have taken or are enrolled in a professional or management course offered by the PSC Training Programs Branch. *Purpose:* This bank exists in accordance with section 5(b) of the Public Service Employment Act to establish and maintain records of all employees who have taken or are enrolled in a professional or management course offered by the PSC Training Programs Branch. *Consistent Uses:* This bank is used to provide information required to administer professional and management training courses operated by the PSC. *Retention and Disposal Standards:* Records are retained for five (5) years after completion of training and development activity, and then destroyed. The computerized records are retained ten (10) years after completion of training. *PAC Number:* 85-016 *Related to PR#:* PSC TPB 120 *TBS Registration:* 001478 *Bank Number:* PSC PCE 735

Deployment Recourse Files
Description: This bank contains a complaint document including basic personal data, evidence gathered during the investigation, an investigator's report and recommendations to the deputy head, the Commission's decision, if any, and a complaint statistics information sheet. *Class of Individuals:* Public servants who have filed complaints with the Deployment Recourse Office related to the application of section 34.4 of the Public Service Employment Act. *Purpose:* This bank exists in accordance with section 34.4 of the Public Service Employment Act to provide information to enable the investigator to assess facts and where warranted make a recommendation to deputy heads regarding corrective action with respect to an employee's deployment. *Consistent Uses:* This bank is also used to provide information for PSC reports to Parliament. *Retention and Disposal Standards:* Records are retained for five (5) years and then destroyed. *PAC Number:* To be approved. *Related to PR#:* PSC CMB 026 *TBS Registration:* 003270 *Bank Number:* PSC PCE 745

Diagnostic and Career Counselling Service Assessment Results
Description: This bank may contain biographical information and assessment material and results of clients of the Diagnostic and Career Counselling Service. *Class of Individuals:* Public Servants in the Executive Category and equivalent levels and EX minus 1 levels who have requested the services of the Diagnostic and Career Counselling Service. *Purpose:* This bank exists in accordance with section 10 and 16(1) of the Public Service Employment Act to record biographical

information assessment results of clients of the Diagnostic and Career Counselling Service. The bank exists to provide members of the Executive Category and of the EX minus 1 levels with diagnostic information to enhance their self-understanding and to provide an opportunity to receive confidential counselling. ***Consistent Uses:*** This information is used to provide advice to the client and, at the client's request, assessment information on the client can be provided to those of the client's choosing. It can also be used for research in order to maintain the quality of service. ***Retention and Disposal Standards:*** Paper and computer records are retained for thirty (30) years after being declared inactive and then destroyed. ***PAC Number:*** To be approved. ***Related to PR#:*** PSC SPB 030 ***TBS Registration:*** 002912 ***Bank Number:*** PSC PCE 765

EDP Statistical Systems

Description: This bank regroups computer systems which are maintained by the Public Service Commission and which may contain basic personal information such as social insurance numbers, work history, employment status, language proficiency, or reasons for separation. Although there are no equivalent hardcopy files for these systems, in some cases one input document may exist. The bank includes the following EDP systems: Appointment Information Management System (AIMS), Separations, Workforce Adjustment Reporting System (WARS), Quarterly Statistical File (QSF) and Career-Oriented Summer Employment Program (COSEP). The information in these systems is obtained from the TBS Incumbent/Mobility Systems, the T.B. Official Languages Information System or appointment documents or statistics received from other departments. ***Class of Individuals:*** All individuals who have been appointed to positions in the public service or who have left the public service. ***Purpose:*** These systems were created to record information on appointments in the public service, separations, the distribution of public servants by department and by location, the five-year workforce downsizing program and the summer employment program. ***Consistent Uses:*** The information is used for the preparation of statistical reports, human resources planning and analysis, the monitoring of staffing activities, the production of the Public Service Commission's Annual Report, and for other reports to Treasury Board on the utilization of human resources and on the status of programs. Relationship with other systems: AIMS provides to the Management Resources Information System (MRIS) basic data and changes resulting from appointments. It is also merged with MRIS, the Population Annual Reporting File, the Separation File and the Treasury Board Official Languages Information System (OLIS) to produce the Quarterly Statistical File (QSF). It is also linked with the Staffing Officer Certification System to monitor the staffing certification of appointing officers and with the National Applicant Inventory and COSEP System to provide appointment Information. It is merged with OLIS to check position language requirements with that of the incumbent. Source data from the Separation File is used to update the MRIS and to create the QSF for statistical reporting. Data from the TBS Incumbent File and Priorities Administration System (PAS) are input into the WARS and used to track the progress of those affected by the downsizing exercise. The QSF interfaces with AIMS, OLIS, MRIS, Separation and the TBS Incumbent Mobility Systems for statistical reporting purposes. COSEP is matched with AIMS to determine the number of students who become regular employees of the Public Service. Information in QSF and AIMS is also merged with Treasury Board's Employment Equity Target Group Data Bank (TBS PCE 706) for statistical purposes. No disclosure of personal information is made by this linkage that could reasonably be expected to identify the individual to whom it relates. ***Retention and Disposal Standards:*** AIMS: The Report on Staffing Transaction is retained for three (3) years from the date it is received by the PSC. The computerized data is kept on line for two (2) years and transferred to a tape which is destroyed after twenty five (25) years. Separations: The computerized information is retained until it has been superseded, and then deleted. WARS: Records are retained for ten (10) years or until they are superseded or become obsolete. QSF: Information on individuals is retained for five (5) years after point of first capture, and then archived to tape. COSEP: Information on COSEP records is retained for five (5) years, and then transferred to tape. ***PAC Number:*** 85-016/94-001 ***Related to PR#:*** PSC SPB 030 ***TBS Registration:*** 002299 ***Bank Number:*** PSC PCE 761

Employee Position Abandonment Files

Description: This bank may contain a copy of the letter sent to the employee and notification by employing department to the Public Service Commission. ***Class of Individuals:*** Public servants who have abandoned their position. ***Purpose:*** This bank exists in accordance with section 27 of the Public Service Employment Act to record and provide information on abandonment of positions by employees. ***Consistent Uses:*** The bank is used to provide statistical information to Parliament on employees who have abandoned their position. ***Retention and Disposal Standards:*** Records are kept for two (2) years after receipt at the PSC and then destroyed. ***PAC Number:*** 85-016 ***Related to PR#:*** PSC SPB 030 ***TBS Registration:*** 001456 ***Bank Number:*** PSC PCE 713

Employment Equity Programs

Description: This bank may contain information concerning the on-the-job training assignments of Access Program participants, Visible Minority Employment Program participants, National Indigenous Development Program participants, Northern Careers program participants and Non-Traditional Occupations Program for Women participants (e.g. trainee identification, training status, letters of agreement, training plans, release of medical/psychiatric authorization forms, position descriptions, training evaluations, letters of offer, reports on staffing transactions as well as post-training employment details, including follow-up dates and results). The hardcopy files or official files are retained by

the PSC regional offices. Copies of the files may also be retained in the records of participating departments. *Class of Individuals:* Individuals participating in the Access Program for Disabled Persons, the Visible Minority Employment Program, the National Indigenous Development Program, the Northern Careers Program and the Non-Traditional Occupations Program for Women. *Purpose:* The bank exists in accordance with Treasury Board authority 789462 to record information on participants in the Special Measures Program. *Consistent Uses:* The bank is used to monitor the progress of participants and to measure the effectiveness of each program, as well as for statistical and management information reports prepared for the Public Service Commission, Treasury Board Secretariat, federal government departments and employment equity committees. Relationship with other systems: The appointment data is manually cross-checked with the Appointment Information Management System to ensure accuracy of the information. *Retention and Disposal Standards:* Records are retained for five (5) years after the participant has completed the assignment, after which they are destroyed. Machine readable records are retained for twenty five (25) years and then destroyed. *PAC Number:* 94-001 *Related to PR#:* PSC SPB 040 *TBS Registration:* 002297 *Bank Number:* PSC PCE 758

Executive Programs Competition Files
Description: This bank may contain security clearance rating, language examination results, memoranda to the Commission (Board Reports), letters of offer, letters of acceptance, letters to unsuccessful candidates, notice of Right to Appeal if applicable, notice regarding no appeals, copy of Record of Staffing Transaction, Official Languages Information forms, job descriptions, requests for Non-delegated Staffing, job profiles, statement of qualifications, application forms, individual candidate reports from the Assessment Centre for Executive Appointment, reference check results, record of persons considered for the position. Persons completing a Personal Information Request Form are requested to give the pertinent competition number. *Class of Individuals:* Public servants who are included in an Executive Group competition administered by the PSC. *Purpose:* This bank exists in accordance with section 10 of the Public Service Employment Act to record and provide information relating to Executive Group competitions administered by the Public Service Commission. *Consistent Uses:* This bank is used to provide information relating to Executive Group appointments made by the PSC. On request, information may be disclosed to a participant in a selection action in accordance with the PSC policy on «Disclosure of Information Following a Selection Action» to explain the reasons for the selection decision. *Retention and Disposal Standards:* Records are retained for three (3) years after the eligibility list expires, and then destroyed. *PAC Number:* 94-001 *Related to PR#:* PSC EPB 065 *TBS Registration:* 001475 *Bank Number:* PSC PCE 732

Executive Programs Employment Equity Directorate (EPEED) Files (Senior Levels) (formerly Employment Equity Initiative)
Description: This bank may contain basic personal information, curriculum vitae, general career plan and appraisal information and reference checks. *Class of Individuals:* Employment equity designated group members at the EX equivalent, the Ex minus 1 and minus 2 levels which includes women, visible minorities, aboriginal peoples, persons with disabilities, who have benefitted from services provided by EPEED. *Purpose:* This bank exists to maintain an historical record of designated group members seeking a developmental assignment or an appointment to the Executive Group in order to fulfil their chosen career plans. *Consistent Uses:* The bank is used to identify designated group members suitable for referral and appointment to executive level positions or referral for developmental assignments at other levels in the public service. *Retention and Disposal Standards:* Records are retained for two (2) years after being declared inactive, and then destroyed. *PAC Number:* 85-016 *Related to PR#:* PSC EPB 030 *TBS Registration:* 001466 *Bank Number:* PSC PCE 723

Interchange Canada Participant Files
Description: This bank may contain curriculum vitae, performance reviews and employee appraisals, agreements, job descriptions, interview notes and correspondence related to the program. Some information exists in computerized form. *Class of Individuals:* Public servants who are about to be given, are currently on, or have completed an assignment. *Purpose:* This bank exists to maintain historical records of all persons who have participated in the program. *Consistent Uses:* This bank is used for the general management of the assignments. Relationship with other systems: Source data is obtained from the Management Resources Information System. *Retention and Disposal Standards:* Records are retained for two (2) years after termination of participation, and then destroyed. *PAC Number:* 94-001 *Related to PR#:* PSC EPB 075 *TBS Registration:* 001952 *Bank Number:* PSC PCE 729

Interdepartmental Peer Committee Files on Promotions
Description: This bank may contain career résumés, letters of nomination from departments, letters of reference, appraisals and the recommendations of the Peer Committee. It may also contain personal works and lists of achievements. *Class of Individuals:* Public servants in the University Teaching (UT), Scientific Research (SE-RES), Historical Research (HR) and Defence Science (DS) groups who have been nominated for promotion through Peer Committee deliberation. *Purpose:* The information is collected under the authority of the Treasury Board for the UT, SE, HR and DS groups and is compiled to enable the Peer Committee to make recommendations on the appropriateness of promotions. *Consistent Uses:* The information is used to maintain a record of the Peer Committee's findings and decisions,

and is occasionally used for future reference concerning the subsequent promotion of the same individual. *Retention and Disposal Standards:* Files are retained for five (5) years, and then destroyed. *PAC Number:* 85-016 *Related to PR#:* PSC SPB 030 *TBS Registration:* 002298 *Bank Number:* PSC PCE 759

Interdepartmental Secondment Program
Description: This bank may contain résumés, appraisals, secondment agreements, references, interview information, referral results, employee requests for secondment forms and general correspondence. *Class of Individuals:* Federal government employees who have requested an interdepartmental secondment. *Purpose:* This bank was created to maintain an inventory of federal government employees interested in a secondment. *Consistent Uses:* The information is used to identify interested employees for referral to available secondment opportunities. It is also used for statistical purposes and for human resources planning. *Retention and Disposal Standards:* Records are retained for a period of two (2) years after termination of applicant status and two (2) years after completion of a secondment. *PAC Number:* 85-016 *Related to PR#:* PSC SPB 030 *TBS Registration:* 002319 *Bank Number:* PSC PCE 762

International Assignment Participant Files
Description: This bank may contain curriculum vitae, performance reviews and employee appraisals, agreements, applications, vacancy notices, job descriptions, interview notes and correspondence related to the program. Some information exists in computerized form. *Class of Individuals:* Public servants who are about to be given, are currently on, or have completed, an assignment. *Purpose:* This bank exists to maintain historical records of all persons who have participated in the program. *Consistent Uses:* This bank is used for the general management of the assignments. Relationship with other systems: Source data is obtained from the Management Resources Information System. *Retention and Disposal Standards:* Records remain active for the duration of the assignment, are kept inactive for three (3) years and are then destroyed. Records on performance review and employee appraisals are retained five (5) years, then destroyed. *PAC Number:* 94-001 *Related to PR#:* PSC EPB 080 *TBS Registration:* 001907 *Bank Number:* PSC PCE 755

Inventories of Senior Finance and Internal Audit Officers
Description: This bank may contain the Management Resources Information System human resourcing planning printouts including such information as basic personal data, employment history, general and managerial experience as well as career aspirations. It also contains a narrative form which is submitted to the Senior Financial Resourcing Advisory Committee and which includes information pertaining to the individual's performance, career needs and linguistic ability, as well as the results of the Committee's deliberations. If necessary, follow-up action is also included. *Class of Individuals:* Public servants at the FI-04 and equivalent levels, up to EX-03, who are identified as having extensive qualifications in finance and/or internal audit and who have been reviewed by the Senior Financial Resourcing Advisory Committee (SFRAC). *Purpose:* The bank was created in accordance with section 7 of the Financial Administration Act to maintain human resources planning inventories of those senior finance and/or internal audit officers who are ready for promotion, those who require further development in order to assume greater responsibilities, and those who would benefit from a new assignment. *Consistent Uses:* The inventories are used by PSC resourcing officers to advise and assist deputy heads and senior managers in the selection process for senior finance and internal audit appointments. *Retention and Disposal Standards:* Inventory data of senior finance and internal audit officers is retained for two (2) years after the Committee has reviewed the individual's human resources planning status. *PAC Number:* 94-001 *Related to PR#:* PSC EPB 065 *TBS Registration:* 001905 *Bank Number:* PSC PCE 753

Inventories of Senior Personnel Officers
Description: This bank may contain the Management Resources Information System human resourcing planning printouts containing such information as basic personal data, employment history, general and managerial experience, career aspirations and a background summary. It also contains a narrative form pertaining to individuals' performance, and career needs. *Class of Individuals:* Public servants at the PE-06 level to EX-03 identified as Senior Personnel Officers who have been evaluated by the Senior Personnel Planning and Development Committee (SPPDC). *Purpose:* The bank was created in accordance with section 7 of the Financial Administration Act to maintain human resources planning inventories of those senior personnel officers ready for promotion, those requiring further development in order to assume greater responsibilities and those who would likely benefit from a new assignment. *Consistent Uses:* The inventories are used by PSC resourcing officers to advise and assist deputy heads and senior managers in the selection process for senior personnel appointments. *Retention and Disposal Standards:* Inventory data of senior personnel officers is retained for two (2) years after the Committee has reviewed the individual's human resources planning status. *PAC Number:* 94-001 *Related to PR#:* PSC EPB 065 *TBS Registration:* 001758 *Bank Number:* PSC PCE 750

Inventory of Applicants for Interchange Canada
Description: This bank may contain curriculum vitae, letters of acknowledgement, interview notes, record of instances of consideration, notations or referrals, notes to file, telexes and performance reviews and employee appraisals. Some information exists in computerized form. *Class of Individuals:* Public servants applying for Interchange Canada assignments. *Purpose:* This bank exists in accordance with section 5(a)(ii) of the Public

Service Employment Regulations to maintain an inventory of public servants seeking Interchange Canada assignments. *Consistent Uses:* This bank is used to identify candidates who are seeking Interchange Canada assignments. Relationship with other systems: Source data is obtained from the Management Resources Information System. *Retention and Disposal Standards:* Records are retained for two (2) years after being declared inactive, and then destroyed. Information on candidates who become participants is transferred to the Interchange Canada Participants files. *PAC Number:* 85-016 *Related to PR#:* PSC EPB 075 *TBS Registration:* 001906 *Bank Number:* PSC PCE 754

Inventory of Applicants for International Assignments
Description: This bank may contain curriculum vitae, applications, correspondence, interview notes, record of instances of consideration, notations or referrals, notes to file, telexes and performance review and employee appraisals. Some information exists in computerized form. *Class of Individuals:* Public servants applying for international assignments. *Purpose:* This bank exists to provide an inventory of public servants seeking positions with international organizations. *Consistent Uses:* This bank is used to identify candidates seeking positions with international organizations. Relationship with other systems: Source data is obtained from the Management Resources Information System. *Retention and Disposal Standards:* Records are retained for two (2) years after being declared inactive and are then destroyed. Information on candidates who become participants is transferred to the International Participants files. *PAC Number:* 94-001 *Related to PR#:* PSC EPB 080 *TBS Registration:* 001951 *Bank Number:* PSC PCE 733

Inventory of Applicants for Management Trainee Program
Description: This bank may contain curriculum vitae, applications, transcript of marks, correspondence, interview notes, records of instances of consideration, notations or referrals, notes to file and telexes. *Class of Individuals:* Public servants applying to the Management Trainee Program *Purpose:* This bank exists under the authority of sections 5, 10, 11 and 16 of the Public Service Employment Act to provide an inventory of public servants seeking positions with the Management Trainee Program *Consistent Uses:* This bank is used to identify candidates for positions with the Management Trainee Program and for statistical purposes. It interfaces with the Appointment Information Management System to track the career progression of applicants who become participants (for statistical purposes and studies) *Retention and Disposal Standards:* Records are retained for three (3) years after application is submitted and are then destroyed, except in cases where candidates become participants. Information on such candidates is transferred to MTP participants files. *PAC Number:* 94-001 *Related to PR#:* PSC SPB 030 *TBS Registration:* 002910 *Bank Number:* PSC PCE 763

Inventory of Participants to the Accelerated Economist Training Program
Description: This bank may contain curriculum vitae, applications, transcripts of marks, interview notes, correspondence, administrative documents related to security, travel and training, assignment descriptions, performance evaluations, agreements, job descriptions, and other printed material where applicable. *Class of Individuals:* Public servants who are or have been participants on the Accelerated Economist Training Program. *Purpose:* This bank exists under the authority of sections 10 and 16(1) of the Public Service Employment Act to maintain historical records of all persons who have participated in the Accelerated Economist Training Program. *Consistent Uses:* This bank is used for the general management of the assignments and for statistical purposes. Relationship with other systems: It interfaces with the Appointment Information Management System to track the career progression of participants (for statistical purposes and studies). *Retention and Disposal Standards:* Hard copy records are retained for five (5) years after the participant ceases to be an Accelerated Economist Training Program participant and twenty five (25) years for machine readable records. *PAC Number:* 94-001 *Related to PR#:* PSC SPB 030 *TBS Registration:* 003069 *Bank Number:* PSC PCE 766

Investigations Directorate Files
Description: This bank may contain excerpts of personnel files and/or competition files, interview notes, allegations or complaints, memoranda and letters, performance evaluations, press clippings, memorandum of agreement and formal investigation reports. It may also contain information dealing with conciliation actions undertaken with departments, employees, representatives or complainants. *Class of Individuals:* Public servants who have filed complaints with the Investigations Directorate related to the application of the Public Service Employment Act and its Regulations or complaints of harassment in the workplace as defined by Treasury Board policy, and persons involved in the complaint. *Purpose:* This bank exists in accordance with section 7.1 of the Public Service Employment Act and the Order-in-Council P.C. 1986-2350 to record information with respect to investigations related to the application of the Public Service Employment Act and its Regulations, and to complaints of harassment in the workplace as defined by Treasury Board policy. The information is used so that allegations may be examined, recommendations made and corrective actions taken if warranted. *Consistent Uses:* It is also used to prepare background documentation in support of a recommendation to establish a board of inquiry. *Retention and Disposal Standards:* Paper records are retained active during the investigation, conciliation or disclosure phase, five (5) years inactive and then destroyed. Complaints which do not become a formal investigation are kept for two (2) years and then destroyed. Computerized records are retained on-line for ten (10) years, then deleted. *PAC*

Number: 94-001 *Related to PR#:* PSC AIB 010 *TBS Registration:* 001446 *Bank Number:* PSC PCE 703

Language Review Committee Files
Description: This bank may contain requests for review, employee's written consent, Language Knowledge Exam (LKE) results prior to 15 October 1984, assessment officer's report, language training history, orientation process results, related letters or memos, decision of the committee. *Class of Individuals:* Public servants whose cases have been submitted to the Language Review Committee. *Purpose:* This bank exists in accordance with section 20 of the Public Service Employment Act to record information on employees whose cases have been submitted to the Language Review Committee. *Consistent Uses:* The bank is used to examine complaints concerning results obtained in second language assessment and decisions of the Language Assessment Section prior to October 15, 1984; to review employee's withdrawal from language training and to reach a decision on each case. *Retention and Disposal Standards:* Records relating to test results are retained for ten (10) years and then destroyed. Records relating to language training are retained for twenty-five (25) years and then destroyed. *PAC Number:* 85-016 *Related to PR#:* PSC CMB 045 *TBS Registration:* 001459 *Bank Number:* PSC PCE 716

Language Training Files
Description: This bank may contain basic personal data, service and language training requests, aptitude and placement tests results and information for the teaching personnel in the Commission's language training centres along with results obtained. *Class of Individuals:* Public servants who underwent language training. *Purpose:* This bank exists in accordance with section 5(b) of the Public Service Employment Act to provide information for eligibility testing, orientation, enrolment and language training processes. *Consistent Uses:* The bank is used for the eligibility, testing, orientation, enrolment and language training processes and to ensure a progress follow-up on participants. Interaction with other systems: The information is coupled daily with the Treasury Board Language Training Module (LTM) and the Second Language Evaluation system (SLE) of the Public Service Commission to update candidates' information, add new training requests and update SLE data. Moreover, the language training system is used to produce for departments, statistical reports on participants' absences and progress. *Retention and Disposal Standards:* Paper records are kept for twenty (20) years after completion of training and are then destroyed. Computerized records are kept for twenty (20) years and deleted. *PAC Number:* 85-016 *Related to PR#:* PSC TPB 105 *TBS Registration:* 001484 *Bank Number:* PSC PCE 741

Language Training Orientation Files
Description: This bank may contain basic personal data, aptitude and placement tests results, preliminary interview report, prognoses, recommended lessons and the projected duration of training. *Class of Individuals:* Public servant language training candidates who underwent the orientation process for non imperative staffing purposes or for enrolment on basic language training. *Purpose:* This bank exists in accordance with section 5(b) of the Public Service Employment Act to register test results and information collected during the orientation interview. *Consistent Uses:* The bank is used to evaluate the aptitude to succeed at language training, to make pedagogical recommendations to the teaching personnel and to supply Language Training Canada with administrative data. Interaction with other systems: The information is coupled daily with the Treasury Board Language Training Module (LTM) to update information on orientation process' candidates. *Retention and Disposal Standards:* Paper records are kept for twenty (20) years after completion of training and are then destroyed. Computerized are kept for twenty (20) years and deleted. *PAC Number:* 85-016 *Related to PR#:* PSC TPB 105 *TBS Registration:* 001482 *Bank Number:* PSC PCE 739

Leave of Absence to Seek Election
Description: This bank may contain requests for leave of absence, the appropriate deputy minister's opinion, the recommendations to Commissioners by the Secretary General, the Commissioners' decision to approve or deny the leave to seek nomination and election, notices for publication in the Canada Gazette, Part I, and in some cases, newspaper clippings. *Class of Individuals:* Public servants who have requested leave of absence to seek nomination as a candidate for election. *Purpose:* This bank exists in accordance with sections 32, 33 and 34 of the Public Service Employment Act to record information so that the PSC can assess whether or not to grant leave of absence to employees to seek nomination for election. *Consistent Uses:* This bank is used to provide information for PSC authorization and for PSC reports to Parliament. *Retention and Disposal Standards:* Records are retained for seven (7) years after request was made, and then destroyed. *PAC Number:* 85-016 *Related to PR#:* PSC CMB 020 *TBS Registration:* 001448 *Bank Number:* PSC PCE 705

Management Resources Information System (MRIS)
Description: This bank may contain appointment certificates; employee summaries; basic personal data; skills and work history; professional qualifications; curriculum vitae; career aspirations and managerial experience; proof of education standing; performance reviews and employee appraisals; and development and training courses taken. In the case of public servants in the executive group, the bank may also contain notifications of layoff, surplus or administrative priority; identification of transfer requests and identification of requirements to be redeployed; records of instances of consideration for positions; most recent memoranda to the Commission (board reports); letters of offer, letters of acceptance, notes to file, letters of recommendation, Brokerage Inclusion forms, Deputy Head authorization for placement on brokerage, records of consideration and

counselling reports/notes. *Class of Individuals:* Public servants appointed to eligible classifications as determined by the Public Service Commission, public servants participating or seeking participation on Interchange Canada or International Assignments and public servants who are placed on brokerage. *Purpose:* This bank exists to enable the Public Service Commission to fulfil its powers as stated in section 5 of the Public Service Employment Act and Regulations, i.e. to maintain an inventory of candidates for eligible classifications determined by the PSC. *Consistent Uses:* This bank is used to provide information to TBS and departments for the purposes of staffing, human resources management, statistics, analysis, evaluations and career management planning. Relationship with other systems: The MRIS system is merged with the Treasury Board Incumbent System (TBS PCE 723) to obtain employee data, with the TBS Senior Personnel Information System (TBS PCE 715) to obtain position data, with the PSC Appointment Information Management System (AIMS) to update changes resulting from appointments and with the Separation File to identify employees who left the Public Service. It is also merged with the Employment Equity Target Group Data Bank (TBS PCE 706) to provide TBS with statistical information related to employment equity. Source data is also obtained from the PSC Career Assignment Program System, the Interchange/International System, the executive group Applicant Inventory and the Quarterly Statistical File. *Retention and Disposal Standards:* Hardcopy records of appointments to executive group positions are retained for the duration of employment plus one year, after which they are transferred to the National Archives of Canada and retained for one year after the individual has reached the age of 70, or until two (2) years after his or her death, or for permanent retention if judged to be of historical value. Hardcopy records for non-executive group positions are retained for five (5) years after removal from the inventory, and then destroyed. Machine readable records are retained for ten (10) years after removal from the system or after the public servant's separation from the public service, after which the records are deleted from the system. Performance review and employee appraisals are retained for five (5) years, and then destroyed. *PAC Number:* 85-016 *Related to PR#:* PSC SPB 065 *TBS Registration:* 001477 *Bank Number:* PSC PCE 734

Management Trainee Program Participants Files
Description: This bank may contain performance review and employee appraisals, agreements, job descriptions, interview notes, applications, curriculum vitae, transcripts of marks, and correspondence related to the assignment, selection, orientation, inventory and counselling of participants. *Class of Individuals:* Public servants who are or have been participants on the Management Trainee Program *Purpose:* This bank exists under the authority of sections 10 and 16(1) of the Public Service Employment Act to maintain historical records of all persons who have participated in the program. *Consistent Uses:* This bank is used for the general management of the assignments and for statistical purposes. It interfaces with the Appointment Information Management System to track the career progression of participants. (For statistical purposes and studies). *Retention and Disposal Standards:* Hard copy records are retained for five (5) years after the participant ceases to be a MTP participant and twenty five (25) years for machine readable and then destroyed. *PAC Number:* 94-001 *Related to PR#:* PSC SPB 030 *TBS Registration:* 002911 *Bank Number:* PSC PCE 764

Official Languages Exclusion Order Records
Description: This bank may contain basic personal data, medical certificates, supporting documentation, departmental requests and Commission decision in some cases. *Class of Individuals:* Public servants who have requested an official languages exclusion or extension. *Purpose:* This bank exists in accordance with section 20 (and in certain cases section 10) of the Public Service Employment Act to record information relating to the review of cases of employees requesting an exclusion from the obligation to meet the second language requirements of their position or an extension to their exemption time or an override to a negative prognosis for appointment purposes. *Consistent Uses:* This bank is used to allow the Public Service Commission to grant or refuse exclusions, extensions or overrides under the Official Languages Exclusion Approval Order. *Retention and Disposal Standards:* Records are retained for twenty (20) years and then destroyed. *PAC Number:* 85-016 *Related to PR#:* PSC CMB 045 *TBS Registration:* 001460 *Bank Number:* PSC PCE 717

Personnel Selection Files
Description: This bank may contain requests to staff, job descriptions, statements of qualifications, official languages input forms, competition notices, application forms or résumés, selection rating guides, board reports, letters of reference or performance appraisals, eligibility lists, all other documents used in establishing candidates order of merit and notification of the results of the competition/selection including letters offering appointment. Where applicable, notices of rights to appeal and other related documents are included. Persons completing a Personal Information Request Form are required to give the pertinent competition numbers. *Class of Individuals:* Public servants who are being considered for appointment through a process of personnel selection administered by the Staffing Programs Branch. *Purpose:* This bank exists in accordance with section 10 of the Public Service Employment Act to record and provide information related to any process of personnel selection with or without competition administered by the Staffing Programs Branch of the Public Service Commission. *Consistent Uses:* This bank is used to staff positions, to provide the necessary information, on request and in accordance with the PSC policy on «Disclosure of Information Following a Selection Action», to participants in selection actions in

order to explain the reasons for the selection decision; and to provide related documentation resulting from the selection processes for PSC investigations, Board of Enquiries, and appeal boards. The information on under-represented groups is used for statistical purposes by the Public Service Commission, Treasury Board and the employing department. ***Retention and Disposal Standards:*** Records are retained for two (2) years after the eligibility list expires or two (2) years after it has been used for administrative purposes, and then destroyed. ***PAC Number:*** 85-016 ***Related to PR#:*** PSC SPB 030 ***TBS Registration:*** 001455 ***Bank Number:*** PSC PCE 712

Persons Appointed under an Exclusion Order
Description: This bank may contain the recommendation of the Commission and of the appropriate Cabinet minister to the Governor in Council, basic personal data, the exclusion order and the regulations. ***Class of Individuals:*** Persons appointed to the public service who are excluded from certain provisions of the Public Service Employment Act by virtue of section 41. ***Purpose:*** This bank exists in accordance with sections 37, 41 and 47 of the Public Service Employment Act to record and report to Parliament the names of employees of certain occupational groups or the names of persons appointed to the public service who are excluded from certain provisions of the Act by virtue of section 41. ***Consistent Uses:*** This bank is used to record and report to Parliament annually the names of employees of certain occupational groups or the names of persons appointed under an Exclusion Order. ***Retention and Disposal Standards:*** Records are retained for five (5) years after termination of the exclusion, and then destroyed. ***PAC Number:*** 85-016 ***Related to PR#:*** PSC CMB 020 ***TBS Registration:*** 001447 ***Bank Number:*** PSC PCE 704

PSC Occupational Test Results
Description: This bank may contain test answer sheets and results for persons who, for selection or other purposes, have undergone PSC tests. ***Class of Individuals:*** Public servants who have taken selection tests developed by the PSC. Individuals completing a Personal Information Request Form are requested to quote their social insurance number. The social insurance number will be used until such time as it is phased out and replaced by a unique federal employee identifier. ***Purpose:*** This bank exists in accordance with section 16(1) of the Public Service Employment Act and section 14(1) of the Public Service Employment Regulations to record information on tests conducted for purposes of selection such as competitions. ***Consistent Uses:*** The bank is used to record and provide information to departments on the results of tests administered by PSC and/or departments to determine the suitability of candidates in the selection process and for human resources planning and analysis. Relationship with other systems: For research purposes the information may also be linked to other PSC information banks. ***Retention and Disposal Standards:*** Hard copy files are kept for five (5) years, and destroyed. Candidate test results are kept on computerized files for two (2) years after they are superseded or become obsolete. A candidate's most recent result for a given test is retained indefinitely on computerized files. ***PAC Number:*** 85-016 ***Related to PR#:*** PSC SPB 030 ***TBS Registration:*** 001454 ***Bank Number:*** PSC PCE 711

PSC Transfer Files
Description: This bank may contain curriculum vitae, latest performance appraisal, request for transfer form, letter from department confirming group, level and status, assessment/counselling report, results of referrals and reference checks. ***Class of Individuals:*** Public servants who have requested a lateral transfer. ***Purpose:*** This bank exists in accordance with section 5(c)(i) of the Public Service Employment Regulations to provide information on employees who have requested a lateral transfer in the administrative support and operational categories, administrative and foreign service, and professional and technical categories, excluding the EX group. ***Consistent Uses:*** The bank is used to refer employees requesting a transfer to departments and agencies. ***Retention and Disposal Standards:*** Records are retained for two (2) years from the date of the most recent inclusion in the inventory and then destroyed. ***PAC Number:*** 85-016 ***Related to PR#:*** PSC SPB 030 ***TBS Registration:*** 001462 ***Bank Number:*** PSC PCE 719

Public Servants Released or Demoted
Description: This bank may contain basic personal data; the department's recommendation to the PSC and the grounds for recommending release or demotion, the appeal decision, if appeal right is exercised, the Secretary General's recommendation to Commissioners; the Commission's decision, and the notices of release or demotion to the department and to the employee. ***Class of Individuals:*** Public servants whose release or demotion has been recommended by deputy heads. ***Purpose:*** This bank exists in accordance with section 31 of the Public Service Employment Act (now repealed by section 21 of the Public Service Reform Act, s.c., 1992 Ch. 54) to record information relating to the recommendation of deputy heads to release or demote employees. ***Consistent Uses:*** This bank is used to provide information to enable the Commission to assess and make a decision on the recommendation of deputy heads that employees be released or demoted. It also provides information for PSC reports to Parliament. NOTE: As of June 1, 1993, these recommendations no longer fall under PSC jurisdiction. Such matters have since been delegated to Deputy Ministers. ***Retention and Disposal Standards:*** Records are retained for seven (7) years following a release or demotion, and then destroyed. ***PAC Number:*** 85-016 ***Related to PR#:*** PSC CMB 020 ***TBS Registration:*** 001449 ***Bank Number:*** PSC PCE 706

Requests for Commission's Opinion Files NOTE: As of June 1, 1993 this recourse is now the responsibility of the Appeals Directorate (refer to PSC PCE 702)
Description: This bank may contain information collected in the course of an investigation under section 21(1) of the Public Service Employment Act. Contents may include excerpts from personnel files or competition files, investigation notes, interview notes, allegations of improprieties, performance evaluations, and reasons why employees might think that their opportunity for advancement has been prejudicially affected. Persons completing a Personal Information Request Form are required to specify the federal government department that was the subject of the investigation and to provide as accurately as possible the date or time period in which the investigation was conducted. *Class of Individuals:* Public servants who have sought the Commission's opinion regarding prejudicial effect to their opportunities for advancement. *Purpose:* This bank exists in accordance with section 7.1 of the Public Service Employment Act. The files are a result of investigations pursuant to requests for the Public Service Commission's opinion under section 21(1) of the Public Service Employment Act received prior to June 1, 1993. This bank is used to examine allegations and issue a Commission's opinion as to prejudicial effect following an appointment without competition. *Consistent Uses:* This bank may be used for research and statistical purposes. *Retention and Disposal Standards:* Records are retained for five (5) years after the investigation is completed and are then destroyed. Computerized records are retained on-line for ten (10) years, then deleted. *PAC Number:* 94-001 *Related to PR#:* PSC AIB 010 *TBS Registration:* 001463 *Bank Number:* PSC PCE 720

Second Language Assessment
Description: This bank may contain the appropriate second language assessment request and record of results forms, basic personal data, and oral interviews recorded on cassette, assessment reports and results. *Class of Individuals:* Public servants who were assessed by the Language Assessment Services Division of the Public Service Commission for second language proficiency. *Purpose:* This bank exists in accordance with sections 16 and 20 of the Public Service Employment Act to assess the second language proficiency of candidates and in accordance with the PSC-TBS agreement on testing for bilingualism bonus or for certain types of language training. *Consistent Uses:* The bank is used to maintain a record on candidates tested for the purpose of appointment to bilingual positions in the public service and for other uses as set out in the PSC-TBS agreement on the subject of language testing. Relationship with other systems: Test results are input in the SLE Test Results System (PSC PCE 718). *Retention and Disposal Standards:* Files are retained for three (3) years and interviews recorded on cassette are retained for two (2) years unless the candidate agrees to their earlier disposal, then are deleted. *PAC Number:* 85-016 *Related to PR#:* PSC SPB 030 *TBS Registration:* 001457 *Bank Number:* PSC PCE 714

Second Language Evaluation (SLE) Examiners
Description: This bank may contain information related to the registration/certification and monitoring of SLE test administrators, scorers and Oral Interaction assessors: registration forms for the Certification Program; test use agreements; letters of certification; trainers/monitors comments and recommendations; and other administrative data collected in connection with accreditation/registration. *Class of Individuals:* Public servants who have been participants in the Oral Interaction Certification Program or who have been authorized to administer and score the Second Language Evaluation tests. *Purpose:* This bank exists in accordance with sections 5(a), 16 and 20 of the Public Service Employment Act to record all information relating to the registration/certification of SLE examiners. *Consistent Uses:* The bank is used to record information related to the qualifications, training and certification/registration of SLE examiners and prospective SLE examiners. It is also used to provide information to monitor SLE examiners and to take corrective action if warranted. *Retention and Disposal Standards:* all records are retained for ten (10) years after the employee ceases to perform examiner's duties. Records pertaining to persons who have not performed examiner's duties are also retained for ten (10) years. Records are then destroyed. *PAC Number:* 85-016 *Related to PR#:* PSC SPB 030 *TBS Registration:* 001458 *Bank Number:* PSC PCE 715

Second Language Evaluation (SLE) Test Results
Description: This bank may contain SLE test answer booklets and results for persons who have taken the Second Language Evaluation Oral Interaction Test, Reading Test, Writing Test or Writing for Exemption Test. For candidates tested in Oral Interaction, the test cassettes are retained by the administering PSC or departmental test centre. Individuals completing a Personal Information Request Form are required to quote their social insurance number. The social insurance number will be used until such time as it is phased out and replaced by a unique federal employee identifier. *Class of Individuals:* Public servants who have taken the Second Language Evaluation Oral Interaction Test, Reading Test, Writing Test, or Writing for Exemption Test. *Purpose:* This bank exists in accordance with sections 16 and 20 of the Public Service Employment Act to record Second Language Evaluation (SLE) and Language Knowledge Examination (LKE) scores and language assessment results for purpose of appointment. *Consistent Uses:* The bank is used to provide information on Second Language Evaluation assessment for staffing of bilingual positions and information for general personnel management, research and statistical purposes. Relationship with other systems: The bank provides the individuals' test results to the SLE database at the Personnel Applications Centre (PAC) at Supply and Services Canada (SSC). Through PAC, that information is

then available on-line to authorized personnel in all government departments having appropriate terminals, and by telephone enquiry. The Treasury Board's Official Languages Information System (OLIS) interfaces with PAC to obtain SLE test results which it links with job position requirements. For research purposes the information may also be linked to other PSC information banks. ***Retention and Disposal Standards:*** Computerized records are retained for two (2) years after they are superseded or become obsolete. Hard copy files are retained for five (5) years. Oral Interaction Tests on cassettes administered by a PPC assessor/monitor are retained for two (2) years unless the candidate agrees to their earlier disposal. Records are then destroyed. Note: The SLE database replaced the LKE database effective January 21, 1985 and the most recent test results have been transferred. The LKE computer database will be maintained as a dormant file until January 21, 1995, and then destroyed. ***PAC Number:*** 85-016 ***Related to PR#:*** PSC SPB 030 ***TBS Registration:*** 001461 ***Bank Number:*** PSC PCE 718

Staffing Officer Certification Files
Description: This bank may contain individual files which include recommendations from departments for Staffing Certification including information on previous personnel studies and work experience, staffing knowledge test results, outline of training, related on-the-job staffing activities and assignments, and assessments of such activities and assignments, Certification Committee results. Part of the above information is also recorded on a computerized inventory. ***Class of Individuals:*** Staffing officers of the public service. ***Purpose:*** This bank exists to record and provide information on the certification of staffing officers as it relates to the exercise of staffing authority delegated pursuant to section 6(1) of the Public Service Employment Act. ***Consistent Uses:*** This bank is used to provide information in support of the certification of staffing officers by the Certification Committee. It is also used to produce various statistical reports and analyses, and for general administrative purposes such as, for example, planning and reporting on staffing training and development programs. ***Retention and Disposal Standards:*** Records are retained for two (2) years after the date of certification. The computerized record is maintained indefinitely as a record of who is certified. ***PAC Number:*** 85-016 ***Related to PR#:*** PSC SPB 030 ***TBS Registration:*** 001464 ***Bank Number:*** PSC PCE 721

Statutory and Administrative Priorities System
Description: This bank may contain basic personal data: statutory or administrative data together with results of referrals made to departments. The priority types include: leave of absence, minister's staffs, layoff, surplus, unsuccessful language trainee, rejection on probation, relocation of spouse and red-circled. Information exists in hardcopy and computerized form. ***Class of Individuals:*** Public servants and other persons who have a statutory or administrative priority for appointment. ***Purpose:*** This bank exists in accordance with sections 29, 30 and 39 of the Public Service Employment Act and sections 33 to 38 of the Public Service Employment Regulations to provide information relating to individuals with statutory priority for appointment. It is also used to identify suitable eligibility lists to comply with section 28 (rejection on probation). It exists in accordance with various Public Service Commission policies to provide information relating to individuals with an administrative priority for appointment. ***Consistent Uses:*** This bank is used to identify those individuals with a statutory or administrative priority for appointment purposes and to engage in job searching activities on their behalf. Ad hoc reports are regularly provided to Treasury Board, departments, unions and PSC management for monitoring and statistical purposes. ***Retention and Disposal Standards:*** Hard copy records are retained for five (5) years from the date the individual's priority status is terminated, after which the records are destroyed. Some information in the computer files is kept indefinitely. ***PAC Number:*** 85-016 ***Related to PR#:*** PSC SPB 030 ***TBS Registration:*** 001452 ***Bank Number:*** PSC PCE 709

Particular Banks

Accounts Payable and Receivable
Description: This bank may contain information on witness expenses, merit awards, long distance telephone call payments, suggestion awards, reimbursements, salary adjustments and deposits of pay cheques. ***Class of Individuals:*** Departmental employees who have been involved in financial transactions of any kind with the Public Service Commission. ***Purpose:*** The information is required to pay employees, collect monies due, deposit pay cheques, and keep a record of financial transactions related to accounts payable and receivable. ***Consistent Uses:*** The information is used also for statistical reporting and analysis purposes. ***Retention and Disposal Standards:*** Records are retained for six (6) years and then destroyed. ***PAC Number:*** 85-016 ***Related to PR#:*** PSC CMB 914 ***TBS Registration:*** 002413 ***Bank Number:*** PSC PPE 815

Attendance and Leave
Description: This bank may contain absence reports and leave applications, as well as physician's certificates associated with sick leave, all of which include the individual's social insurance number (or Personal Record Identifier (PRI) beginning on March 1, 1994) and correspondence about attendance and leave. While the social insurance number is included on these forms to verify the correct identity of individuals, provision of the SIN by data subjects is not mandatory. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in the ALOSS system (Attendance, Leave, Overtime and Shiftwork). ***Class of Individuals:*** The personal information in this bank relates to employees of the institution. ***Purpose:*** The purpose of this bank is to support administration of employee attendance and leave within government departments and agencies. ***Consistent Uses:*** The

information in this bank may be used to record attendance and authorize leave, to support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism. Relationship with other systems: Information from the system is shared once a year with the TB Leave Reporting System and the Extra Duty Reporting System. *Retention and Disposal Standards:* Information is retained for two (2) years after expiry of fiscal year, after which period the records are destroyed. Machine-readable records are retained for five (5) years. *PAC Number:* 86-001 *Related to PR#:* PSC HRB 155 *TBS Registration:* 002903 *Bank Number:* PSC PPE 808

Deployment/Transfer/Assignment Requests and Career Development Files

Description: This bank may contain deployment/assignment/transfer requests, curriculum vitae, appraisals, letters of offer and acceptance, references, interview/counselling information, tests, test results and evaluations, and general correspondence. Employees requesting access are required to indicate their status and the branch concerned. *Class of Individuals:* Public Service Commission employees who have requested and/or been nominated by management for an assignment to further their career, or these who wish to plan their career. *Purpose:* This bank was created to promote the redeployment of Public Service Commission employees and to respond to identified career development requirements. *Consistent Uses:* This bank is used to assist employees in career planning and in finding permanent employment or temporary assignments by providing them with training, advice and/or counselling. It is also used to identify potential employees for assignment and to refer them for positions in the public service. *Retention and Disposal Standards:* Candidate files are retained for two (2) years after they cease to be candidates. *PAC Number:* 85-016 *Related to PR#:* PSC HRB 160 *TBS Registration:* 001910 *Bank Number:* PSC PPE 806

Employee Personnel Record

Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; Personal Record Identifier (PRI) beginning on March 1, 1994; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; overtime, pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above. Some information on training and development of employees is also available from the Human Resources Information System (HRIS). *Class of Individuals:* The personal information in this bank relates to employees of the institution. *Purpose:* The purpose of this bank is to provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation. *Consistent Uses:* The information in this bank may be used to authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes; to Public Health and Welfare for pension purposes; for long service award and personnel administration. *Retention and Disposal Standards:* Information is retained by the current employing institution for the duration of employment plus one year and then transferred to the control of National Archives of Canada. The information is destroyed when the individual reaches the age of eighty, or two (2) years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or two (2) years following the date of

disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the National Archivist to be of historical interest or archival value, are retained permanently by the National Archives of Canada. *PAC Number:* 86-001 *Related to PR#:* PSC HRB 155 *TBS Registration:* 002902 *Bank Number:* PSC PPE 807

Employment Equity Program
Description: This bank may contain personal information on employees such as education, work history and career aspirations, training and development, which is collected by means of questionnaires and/or interviews or compiled from employees files or automated data systems. Respondents are asked to identify whether they are an aboriginal person, if they have a continuing or permanent disability, or form part of a visible minority. The social insurance number or an employee number may be used to identify employees in instances where government institutions are not able to employ an anonymous questionnaire as well as when these identifiers are required to locate employee records. *Class of Individuals:* This information relates to employees of the institution. *Purpose:* This bank provides documentation for the implementation of the employment equity policy in government institutions falling under the Public Service Staff Relations Act, Part I, Schedule I. Data is collected to provide a comprehensive picture of employees by sex and by target group status (e.g. women, aboriginal peoples and persons with disabilities and, visible minority persons). *Consistent Uses:* This information is used to compile a personnel profile of employees and to compare the situation of target group members with non-target group members within a government institution and with their counterparts in the general labour market. The social insurance number or employee number may be used to link information in this bank with the Treasury Board Personnel Management Information System and Employment Equity Target Group Data Bank in order to obtain statistical information, where the securing of such information would be consistent with the uses for which the personal information was collected. The information gathered will be used for institutional purposes in the government's employment equity program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that target groups participate in and are equitably represented in the federal Public Service. It may also be used for policy and planning purposes related to employment equity. *Retention and Disposal Standards:* Records are retained for five (5) years and then destroyed. *PAC Number:* 86-001 *Related to PR#:* PSC HRB 160 *TBS Registration:* 002920 *Bank Number:* PSC PPE 813

Flexibility EX and Special Assignment Pay Plan Positions
Description: This bank may contain agreements between the employee and/or the organizations involved, administrative correspondence, a Report on Staffing Transaction, approval forms, and a curriculum vitae as required. *Class of Individuals:* Public servants employed by the Public Service Commission in overfill situations at the EX level, and employees of other groups who are employed under the Special Assignment Pay Plan (SAPP). *Purpose:* This bank exists to record and control the EX overfill and Special Assignment Pay Plan situations in the Public Service Commission. *Consistent Uses:* This bank is used to administer and maintain data on the EX overfill and Special Assignment Pay Plan situations in the Public Service Commission. It is also used to report general data to PSC management and Treasury Board as required. *Retention and Disposal Standards:* Records are retained for a period of two (2) years, and then destroyed. *PAC Number:* 85-016 *Related to PR#:* PSC HRB 165 *TBS Registration:* 001486 *Bank Number:* PSC PPE 801

Official Languages
Description: This bank may contain course enrolment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, personal identification code, and social insurance number for purposes of identification; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also contain duplicate input forms for the Official Languages Information System (OLIS) and the Language Training Module (LTM). Similar data is also held in Central Banks of the Public Service Commission and Treasury Board Secretariat. *Class of Individuals:* The personal information in this bank relates to employees of the institution. *Purpose:* The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the Public Service Commission, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees. *Consistent Uses:* The information in this bank may be used to support and document decisions concerning individual employees on staffing, entitlement to the bilingualism bonus, language training, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs. *Retention and Disposal Standards:* Records are retained for two (2) years after last documentation, and then destroyed. *PAC Number:* 86-001 *Related to PR#:* PSC HRB 150 *TBS Registration:* 002918 *Bank Number:* PSC PPE 811

Pay and Benefits
Description: This bank may contain certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the

social insurance number and Personal Record Identifier (PRI) beginning on March 1, 1994 as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.) *Class of Individuals:* The personal information in this bank relates to employees of the institution. *Purpose:* The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances. *Consistent Uses:* The information in this bank may be used to enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the Garnishment, Attachment and Pension Diversion Act. *Retention and Disposal Standards:* Records are destroyed two (2) years after expiry of fiscal year, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force. Paylists are retained for six (6) years, and then destroyed. *PAC Number:* 86-001 *Related to PR#:* PSC HRB 155 *TBS Registration:* 002916 *Bank Number:* PSC PPE 809

Performance Feedback
Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests. *Class of Individuals:* Employees of the institution. *Purpose:* The purpose of this bank is to maintain information regarding the ongoing communication and feedback between supervisors and employees concerning employee work expectations and performance. *Consistent Uses:* The information in this bank may be used to support decisions regarding promotions, transfers, demotion, employee assistance, discipline, termination of employment, and approval of performance pay. *Retention and Disposal Standards:* Records are retained for five (5) years for all employees and then destroyed. *PAC Number:* 86-001 *Related to PR#:* PSC HRB 160 *TBS Registration:* 002919 *Bank Number:* PSC PPE 812

Staffing
Description: This bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; letters of agreement; employee nomination forms; general correspondence; lists of priority employees; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education level, social insurance number and voluntary self-identification data relating to employment equity. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record). *Class of Individuals:* Employees of the institution including those who have a priority status or those who are on assignment/secondment. *Purpose:* The bank provides a record of the information used in staffing positions in a government institution. It is also a source of data for employment equity programs and services. *Consistent Uses:* To select candidates, staff positions and process appeals for appointments and promotions. Voluntary self-identification information relating to employment equity programs and services may be linked with data contained in other banks where the securing of this information is consistent with the uses for which the personal information was collected. On request, information may be provided to a participant in a selection action in accordance with the Public Service Commission (PSC) policy on Disclosure of Information Following a Selection Action to explain the reasons for the selection decision. Access procedures: Competition number, where applicable, should be quoted. *Retention and Disposal Standards:* Records are retained for two (2) years after the eligible list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed. Assignment files are retained for two (2) years after the termination of the assignment. Priority employee files are retained for five (5) years from the date the employee's priority status is terminated. Pay related documents and letters of agreement are forwarded to the employee's personnel record. *PAC Number:* 86-001 *Related to PR#:* PSC CMB 920 *TBS Registration:* 003313 *Bank Number:* PSC PPE 816

Training and Development
Description: This bank may contain personal data including course applications and evaluations; social insurance number; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private organizations. It should be noted that participation and achievement records may be attached to the Employee Personnel Record and that information on an employee's needs for individual training and development related to performance is contained in the Performance Reviews and Employee Appraisals Bank.

Some information on training and development of employees is also available from the Human Resources Information System (HRIS). *Class of Individuals:* The personal information in this bank relates to employees of the institution. *Purpose:* The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions. *Consistent Uses:* The information in this bank may be used to approve and register the participation of employees in training and development activities. *Retention and Disposal Standards:* Records are destroyed two (2) years after completion of the particular training and development undertaken by an employee. However, information will be retained on magnetic tape for five (5) years. *PAC Number:* 86-001 *Related to PR#:* PSC HRB 160 *TBS Registration:* 002917 *Bank Number:* PSC PPE 810

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Grievances

Harassment

Identification and Building-Pass Cards

Incentive Awards

Parking

Security Clearances

Training and Development

Travel and Relocation

Public Service Staff Relations Board

Chapter 87

Central Banks

Applications for Extension of Time

Description: This bank contains applications for extension of time, replies to applications, notice of hearings and decisions rendered by the Board. *Class of Individuals:* Individuals employed in the federal public service or Parliament who have filed an application for an extension of time to present a grievance or to submit a reply to a proceeding. *Purpose:* The purpose of this bank is to record, for determination by the Board, applications made by persons for an extension of time to present a grievance to an employer, refer a grievance to the Board of adjudication, or to submit a reply to a proceeding. *Consistent Uses:* To support decisions made by the Board concerning applications for extension of time. *Retention and Disposal Standards:* Case files are retained for 10 years after case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained for 50 years and then transferred to the National Archives of Canada for archival purposes. *PAC Number:* 85-013 *Related to PR#:* SRB OSR 110 *TBS Registration:* 000776 *Bank Number:* SRB PCE 705

Complaints — Canada Labour Code — Part II

Description: This bank contains complaints from employees against employers for allegedly taking action against them because they acted in accordance with the provisions of sections 128 or 129 of Part II of the Canada Labour Code. *Class of Individuals:* Individuals employed in the federal public service. *Purpose:* The purpose of this bank is to record the determination of the Board on the complaints of employees. *Consistent Uses:* To support decisions made by the Board as to whether or not the employer has taken action against an employee for acting in accordance with sections 128 or 129 of Part II of the Canada Labour Code. *Retention and Disposal Standards:* Case files are retained for 10 years after a case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained on microfilm for 50 years, and then transferred to the National Archives of Canada for archival purposes. *Related to PR#:* SRB OSR 150 *TBS Registration:* 001881 *Bank Number:* SRB PCE 709

Complaints of Unfair Labour Practices

Description: This bank contains complaint forms, replies to complaints, notice of hearings and decisions rendered by the Board. *Class of Individuals:* Individuals employed in the federal public service or Parliament who have lodged a complaint against an employer or employee organization for failure to comply with specific regulations, procedures or decisions of the Board. *Purpose:* The purpose of this bank is to record, for determination by the Board, complaints that an employer or an employee organization has failed to give effect to any provision of an arbitral award, to a decision of an adjudicator, or has contravened certain provisions of the Public Service Staff Relations Act or its regulations, or the Parliamentary Employment and Staff Relations Act or its regulations, and effective June 1, 1993 as a result of amendments to

the Public Service Staff Relations Act, a breach of the duty of fair representation. *Consistent Uses:* To support decisions made by the Board concerning complaints of unfair practices. *Retention and Disposal Standards:* Case files are retained for ten years after case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained for 50 years and then transferred to the National Archives of Canada for archival purposes. *PAC Number:* 85-013 *Related to PR#:* SRB OSR 060 *TBS Registration:* 000774 *Bank Number:* SRB PCE 703

Consent to Prosecute
Description: This bank contains applications for consent to prosecute, statutory declarations or sworn statements, replies to applications, notice of hearings and decisions rendered by the Board. *Class of Individuals:* Individuals employed in the federal public service or Parliament who, at the request of the employer, have been or are being considered for prosecution for alleged failure to observe specific sections of the Public Service Staff Relations Act. *Purpose:* The purpose of this bank is to record, for determination by the Board, applications made for consent of the Board to prosecute persons in the courts for alleged failure to observe any prohibition contained in certain sections of the Public Service Staff Relations Act or the Parliamentary Employment and Staff Relations Act. *Consistent Uses:* To support decisions made by the Board regarding applications for consent to prosecute. *Retention and Disposal Standards:* Case files are retained for 10 years after case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained for 50 years and then transferred to the National Archives of Canada for archival purposes. *PAC Number:* 85-013 *Related to PR#:* SRB OSR 105 *TBS Registration:* 000778 *Bank Number:* SRB PCE 707

Decisions of Safety Officers
Description: This bank contains referrals to the Board of decisions of safety officers concerning the refusal of an employee to work because of an alleged danger. *Class of Individuals:* Individuals employed in the federal public service who requested that a decision made by a safety officer be referred to the Board. *Purpose:* The purpose of this bank is to record the determination of the Board with respect to its inquiry into the circumstances of the decision of the safety officer, including the reasons for such a decision. *Consistent Uses:* To support decisions made by the Board, following its inquiry into safety officers' decisions as to whether or not an alleged danger existed. *Retention and Disposal Standards:* Case files are retained for 10 years after a case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained on microfilm for 50 years, and then transferred to the National Archives of Canada for archival purposes. *Related to PR#:* SRB OSR 145 *TBS Registration:* 001880 *Bank Number:* SRB PCE 710

Determination of Designated Employees
Description: This bank contains lists of positions considered as «designated» positions, notice of hearings, decisions rendered by the Board and lists of «designated» employees. *Class of Individuals:* Individuals employed in the federal public service who are deemed «designated» employees, that is, having duties considered to be necessary in the interest of the safety and security of the public. *Purpose:* The purpose of this bank is to record, for determination by the Board, objections by bargaining agents of proposals of the employer to consider certain employees or classes of employees in a bargaining unit as «designated» employees. Effective June 1, 1993 as a result of amendments to the Public Service Staff Relations Act, positions rather than employees are to be designated as necessary in the interest of the safety and security of the public. *Consistent Uses:* To support decisions made by the Board regarding the determination of federal public service employees as being «designated» employees. *Retention and Disposal Standards:* Case files are retained for 10 years after case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained for 50 years and then transferred to the National Archives of Canada for archival purposes. *PAC Number:* 85-013 *Related to PR#:* SRB OSR 080 *TBS Registration:* 000779 *Bank Number:* SRB PCE 708

Objections to Managerial and Confidential Exclusions
Description: This bank contains submissions from employers to exclude employees from bargaining units, replies to submissions and decisions rendered by the Board. *Class of Individuals:* Individuals employed in a managerial and/or confidential capacity with the federal public service or with Parliament. *Purpose:* The purpose of this bank is to record, for determination by the Board, objections by bargaining agents to proposals of the employer to exclude employees from bargaining units on the grounds that they are employed in a managerial and/or confidential capacity. Effective June 1, 1993 as a result of amendments to the Public Service Staff Relations Act, positions rather than employees are to be proposed for exclusions on the grounds of managerial or confidential capacity. *Consistent Uses:* To support decisions made by the Board concerning the exclusion of persons from bargaining units. *Retention and Disposal Standards:* Files are retained for ten years after case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained for 50 years and then transferred to the National Archives of Canada for archival purposes. Approved exclusions are retained for two years from date of approval and then destroyed. *PAC Number:* 85-013 *Related to PR#:* SRB OSR 075 *TBS Registration:* 000773 *Bank Number:* SRB PCE 702

References of Grievances to Adjudication
Description: This bank contains Reference to Adjudication forms, copies of grievances, replies by employers at all levels of the grievance process, notice of hearings and/or

decisions rendered by the Board. *Class of Individuals:* Individuals employed in the federal public service and parliamentary employees who have referred grievances to the Board. *Purpose:* The purpose of this bank is to record, for determination by a Board member adjudicator, grievances concerning alleged violations of provisions of collective agreements and those concerning major disciplinary actions and, effective June 1, 1993 as a result of amendments to the Public Service Staff Relations Act, termination of employment on grounds other than discipline. *Consistent Uses:* To support decisions made by the Board concerning adjudicable grievances. *Retention and Disposal Standards:* Case files are retained for 10 years after case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained for 50 years and then transferred to the National Archives of Canada for archival purposes. *PAC Number:* 85-013 *Related to PR#:* SRB OSR 065 *TBS Registration:* 000772 *Bank Number:* SRB PCE 701

Requests for Review of Decisions
Description: This bank contains requests to review Board decisions, replies to requests, notice of hearings and decisions rendered by the Board relating to the processing of requests. *Class of Individuals:* Individuals employed in the federal public service or Parliament who have filed with the Board a request to review, amend, alter or vary any decision made by the Board. *Purpose:* The purpose of this bank is to record, for determination by the Board, applications made pursuant to section 27 of the Public Service Staff Relations Act or section 17 of the Parliamentary Employment and Staff Relations Act for the Board to review, rescind, amend, alter or vary any decision or order made by it. *Consistent Uses:* To support decisions made by the Board concerning requests to review decisions. *Retention and Disposal Standards:* Case files are retained for 10 years after case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained for 50 years and then transferred to the National Archives of Canada for archival purposes. *PAC Number:* 85-013 *Related to PR#:* SRB OSR 050 *TBS Registration:* 000777 *Bank Number:* SRB PCE 706

Revocation of Certification of Bargaining Agents
Description: This bank contains applications for revocation of certification, replies to applications, notice of hearings and decisions rendered by the Board. *Class of Individuals:* Individuals employed in the federal public service or Parliament, who are considered part of a bargaining unit and who have forwarded applications to the Board for the revocation of certification of bargaining agents. *Purpose:* The purpose of this bank is to record, for determination by the Board, applications made by persons under section 42 of the Public Service Staff Relations Act or section 29 of the Parliamentary Employment and Staff Relations Act for a declaration that the bargaining agent no longer represents a majority of employees in a particular bargaining unit. *Consistent Uses:* To support decisions of the Board concerning applications for revocation of certification of bargaining agents. *Retention and Disposal Standards:* Case files are retained for 10 years after case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained for 50 years and then transferred to the National Archives of Canada for archival purposes. *PAC Number:* 85-013 *Related to PR#:* SRB OSR 025 *TBS Registration:* 000775 *Bank Number:* SRB PCE 704

Particular Banks

Appointment of Arbitrators and Adjudicators
Description: This bank contains information relating to the appointment of individuals as arbitrators and adjudicators to the Board. *Class of Individuals:* Past and present arbitrators appointed by the Board and adjudicators appointed by Order-in-Council. *Purpose:* The purpose of this bank is to retain information on the appointment of individuals as arbitrators or adjudicators. *Consistent Uses:* This bank is used to record and provide information on appointees. *Retention and Disposal Standards:* Records are retained for 25 years. *Related to PR#:* SRB OSR 155 *TBS Registration:* 002186 *Bank Number:* SRB PPE 802

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Personnel Record

Employment Equity Program

Grievances

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Reliability Checks

Security Clearances

Staffing

Training and Development

Travel and Relocation

Public Works and Government Services Canada

Chapter 88

Central Banks

Crown Housing Records

Description: This bank contains information relating to federal employees occupying or waiting to occupy Crown-owned or administered housing. *Class of Individuals:* Federal employees. *Purpose:* Information in this bank is used for the administration of federal living accommodation. *Retention and Disposal Standards:* This information is maintained for five years in the case of housing requirements and three years after termination in the case of specific occupancy records. *PAC Number:* 79-008 *Related to PR#:* PWC PWC 040 *TBS Registration:* 000713 *Bank Number:* PWGSC PCE 701

Insurance Application Cards

Description: This bank contains the locations, pay list numbers, dates of birth, coverage desired, superannuation numbers and names of dependents insured, for all federal government employees and pensioners who are members of the various plans. Cards are maintained only for optional participants of Disability Insurance. *Class of Individuals:* All employees of the federal government and pensioners who are members of the various plans. *Purpose:* To provide coverage, verify eligibility and support claims under the Public Service Health Care Plan, the Public Service Management Insurance Plan, the Disability Insurance Plan and the Post-Retirement Life Insurance Plan. DND data held in DND PPE 859 Pension file. RCMP data held in CMP PPE 802 RCMP member service records. *Retention and Disposal Standards:* Records are destroyed one year after death of employee. *PAC Number:* 86-001 *TBS Registration:* 001375 *Bank Number:* PWGSC PCE 703

Public Service Pay Systems

Description: This bank contains information on pay, pension plan, allowances and deductions necessary for the disbursement of pay for federal government employees and pensioners. This bank also includes the personnel record identification number as well as contract numbers for effecting various deductions. The bank may also include garnishee orders or orders of attachment and orders for diversion of funds. *Class of Individuals:* Federal public servants. *Purpose:* The purpose of this bank is to make payment of salaries and allowances and to effect retention of deductions. The social insurance number is mandatory for identification purposes as required by the Income Tax Act and Regulations, by parts of the Canada Pension Plan, and the Employment Insurance Act. *Consistent Uses:* Information enables the audit, reconciliation and validation of accounts. It is also used for reports, and in the verification of pay cheques and related statements, in the recovery of debts due the Crown and in the preparation of statistical reports and information sheets for related systems. *Retention and Disposal Standards:* Records for employees are destroyed when the employee has reached 70 years of age or one year after the employee's death. *Related to PR#:* SSC ROD 090 *TBS Registration:* 002596 *Bank Number:* PWGSC PCE 705

Public Service Pensions Data Bank

Description: This bank is composed of automated and manual files containing instruments of appointment, the vital statistics, documents, elections, notices, calculations, correspondence, service records, geographic locations, pension benefits, Supplementary Death Benefit (SDB) coverage and beneficiary documentation, insurance information, and data on the service deductions and recent payments issued for pensioners under the Public Service Superannuation Act and the Supplementary Retirement Benefits Act, for annuitants under old pension acts and for their survivors. *Class of Individuals:* Federal public servants and former federal public servants and their survivors under the Public Service Superannuation Act and annuitants under old pension acts. *Purpose:* To assess eligibility to contribute, to calculate cost of prior service, to store employment records, to calculate retirement and survivor pensions, to respond to enquiries, to issue pension payments, to inform recipients of changed pension entitlements or deductions, to collect financial information as evidence of financial hardship in order to adjust repayment scheme, to deduct and remit deductions and premiums to Revenue Canada, Revenue Quebec, underwriters, etc., to support mailing activities for insurances, Canada Savings Bonds, United Way, policy changes (equalization payments), medicare rebates, annual notice of pension increases and tax changes, etc., FSNA (pensioner associations), to determine dental plan eligibility, to determine SDB beneficiary and for statistical purposes. *Consistent Uses:* The information contained in this bank may be used for statistical research purposes, for employee benefit statements, for verifications of pension coverage with DND PPE 859 Pension file, RCMP PPE 802 RCMP Member Service Records and NHW PPU 155 Canada Pension Plan Computer Master Data bank, and Quebec Pension Plan, and for planning, implementing and evaluating government personnel policies relating to pensions and superannuation. *Retention and Disposal Standards:* Records are destroyed two years after all actions are completed. Processing tapes are reused within one year. *PAC Number:* 86-001 *TBS Registration:* 001374 *Bank Number:* PWGSC PCE 702

Particular Banks

Parking
Description: Information held in this Bank includes employee name, address, telephone number, paylist number, Personal Record Identifier (PRI) number, car, make and model and license plate number. *Class of Individuals:* Federal employees *Purpose:* The information is gathered from employees wishing to apply for PWGSC parking. *Consistent Uses:* Information is required to commence, end or amend parking payroll deductions. *Retention and Disposal Standards:* Retained for three years following the employee cancelling or relinquishing parking privleges. *Contact:* Manager, Operations Support, Real Property Services Branch. *TBS Registration:* 003745 *Bank Number:* PWGSC PPE 810

Special Audit Investigative Records
Description: Information in this bank is a record of special audits commissioned by the Deputy Minister relating to activities of employees who have been questioned. It also contains the names of employees being investigated and the results of the investigation. *Class of Individuals:* Employees being investigated. *Purpose:* This bank is used to inform the Deputy Minister and the RCMP of suspected criminal activity. *Consistent Uses:* Information in this bank may be shared with the RCMP. *Retention and Disposal Standards:* Information is maintained for six years. *TBS Registration:* 000714 *Bank Number:* PWGSC PPE 815

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Incentive Awards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Workplace Day Care

Revenue Canada
Chapter 89

Particular Banks

Activity Management and Corporate Costing Systems
Description: Data contained in this bank pertains to weekly activities performed by each employee and includes data (in terms of time and cost) by activity, organization/operating budget, and project/case, plus non-compliance and unreported time/production reports. *Class of Individuals:* Individuals identified in this bank are all employees of Revenue Canada, as well as staff members who have been engaged under personal service contracts. *Purpose:* The purpose of this information bank is to maintain production utilization data, in terms of time and cost, on all continuing departmental employees as well as term/casual employees and staff members who have been engaged under personal service contracts. This bank is used to provide managers and management information systems with information regarding production time and cost of departmental employees and contract staff through a series of reports. An individual report containing one staff member's activities for the current fiscal year to date can be produced on request. Access will not be permitted without adequate proof of identification and/or authority. *Retention and Disposal Standards:* Records in this bank are maintained for two years. *TBS Registration:* 003544 *Bank Number:* RC PPE 811

Innovation and Excellence
Description: The bank includes information about Revenue Canada's recognition and awards program, Innovation and Excellence, which was implemented on April 1, 1992. This program was initiated under the aegis of the federal government's Incentive Award Plan. The information may include the name of the employee; a synopsis of the achievements or suggestion; the

employee group, level and work location; and award value. *Class of Individuals:* Departmental employees who have contributed to the Suggestion Award program or have been nominated for a Special Award, a Long Service Award or a Minister's Award *Purpose:* To assist in the administration of Innovation and Excellence. *Consistent Uses:* This bank has not existed nationally since December 1993, although some local offices use it for local record keeping. Some records are maintained on file nationally. *Retention and Disposal Standards:* Local files should be kept for a period of 5 years then closed and destroyed; any file of a precedent setting nature must be transferred to Information Management Head Office Section; financial records should be kept for 5 years then destroyed. The standards for the Awards system will be elaborated upon implementation and accessibility of our Awards system by our representatives across Canada. *TBS Registration:* 003212 *Bank Number:* RC PPE 810

Internal Investigations
Description: This bank contains investigative reports and correspondence between departmental officials with respect to the confirmation or refutation of allegations against employees. *Class of Individuals:* Current or former employees of a Revenue Canada and associated members of the general public. *Purpose:* The purpose of this bank is to record all information concerning alleged or suspected malfeasance arising from employee involvement and members of the general public associated with them, in violations of Revenue Canada legislation or of other laws which could adversely affect the interests of the Department. The information is used to determine an appropriate course of action, including recovery of monies owed to the Crown, disciplinary action against individuals or prosecution, and to comply with the Financial Administration Act, the Public Officers' Guarantee Regulations and the Public Service Terms and Conditions of Employment Regulations. *Consistent Uses:* Information maintained in this bank may be provided to the Royal Canadian Mounted Police, Enforcement/Investigation Agencies prescribed by other related laws and to the Department of Justice. *Retention and Disposal Standards:* Files are maintained for five years after cases are closed. *PAC Number:* 86-001 *TBS Registration:* 000004 *Bank Number:* RC PPE 813

Managerial and Confidential Exclusions
Description: Information in this bank includes the criteria on which the position is excluded, position number and title, organizational location, bargaining unit identification, effective date of the exclusion status of the position, the employee name, employee group and level, the effective date of the termination of union dues checkoff. The information with respect to the termination of union dues checkoff is attached to the employee personnel record. *Class of Individuals:* Employees of Revenue Canada occupying or have occupied a managerial or confidential excluded position. *Purpose:* The purpose of this bank is to maintain a complete listing of all managerial or confidential excluded positions in the Department. It is the only official record of such positions. *Retention and Disposal Standards:* Information is retained until the position is de-excluded. *PAC Number:* 86-001 *TBS Registration:* 000003 *Bank Number:* RC PPE 812

Personal Loan Cards
Description: This bank consists of cards maintained to record the issuance of equipment such as briefcases, portfolios, and portable calculators to departmental employees. The card was revised in 1986 to no longer include the social insurance number. All older cards that still contain the social insurance number will be purged from the system as the equipment is returned from loan and the cards completed. *Class of Individuals:* Employees of Revenue Canada. *Purpose:* To maintain control over the location of specific types of equipment. *Retention and Disposal Standards:* Files are retained for two years after return of equipment. *PAC Number:* 78-001 *TBS Registration:* 001764 *Bank Number:* RC PPE 806

Revenue Canada Departmental Operations and Staff Matters Bank
Description: This information bank relates to the investigation of departmental employees emanating from allegations of fraud, defalcation, bribe, or breaches of conduct. Access will not be permitted without adequate proof of ident ification and/or the necessary authorization. *Class of Individuals:* Departmental employees who are, or who have been, under investigation for fraud, defalcation, bribe or breaches of conduct. *Purpose:* The information is compiled to carry out investigations of such employees. *Retention and Disposal Standards:* Records in this bank are retained for five years. *TBS Registration:* 002026 *Bank Number:* RC PPE 803

Revenue Canada Employee Classification Audit Report Files
Description: This bank contains information concerning all completed classification audits. This includes a record of interviews with employees whose positions were audited, findings of the audit, recommendations for corrective action and summary of final audit interview with management. Access will not be permitted without adequate proof of identification and/or the necessary authorization. *Class of Individuals:* Revenue Canada employees. *Purpose:* The purpose of the bank is to provide a record of all classification audits completed. *Consistent Uses:* It also provides management with required information on positions audited within the last two years. *Retention and Disposal Standards:* Records in this bank are maintained for a period of two years after completion of an audit. *Related to PR#:* RC MSB 918 *TBS Registration:* 002025 *Bank Number:* RC PPE 802

Revenue Canada Leave and Overtime Reporting System
Description: Data contained in this bank pertain to occurrences of leave, overtime, shiftwork and standby, by individual employee by fiscal year. Individuals identified in

this bank are all employees of Revenue Canada with the exception of terms under three months. *Class of Individuals:* Employees of the Department *Purpose:* The purpose of this information bank is to maintain detailed leave, overtime, and shiftwork data on all continuing departmental employees, as well as term employees over three months, of district offices and head office. The bank is used to provide line managers with information regarding employees, in respect to overtime worked, and leave balances. It is also used to accumulate data for tape transmission via the Public Works and Government Services Canada to meet Treasury Board requirements for ALOSS reporting. An individual report, containing detailed information of leave and overtime activity, is available to individual employees on a scheduled basis. This report is also available on request. Access will not be permitted without adequate proof of identification and/or authority. *Retention and Disposal Standards:* Current year plus two. *TBS Registration:* 003543 *Bank Number:* RC PPE 804

Students' records of the Customs Inspector Recruit Training Program (C.I.R.T.P.)
Description: The data bank includes biographical information prepared by the student, exams completed by the students and the results. The file may occasionally include manuscript notes pertaining to performance or behaviour of the student while at the College. Course titles and dates of the particular training are to be quoted for access to information. *Class of Individuals:* Employees of Customs and Excise who are current or former students on the Customs and Excise Inspector Recruit Training Program. *Purpose:* The purpose of this bank is to maintain up-to-date the evolution of the student on this pass\fail training program. Also, this bank is to maintain records for reference purposes to evaluate performance and to assist in car eer planning and future work assignments. *Retention and Disposal Standards:* Records are retained for two (2) years after completion of the particular training. *PAC Number:* 86-001 *TBS Registration:* 000002 *Bank Number:* RC PPE 801

Supervisory In-Basket Exercise Results System
Description: Information in the bank includes Supervisory In-Basket Exercise results, date of test, last name, first name and initials, social insurance number or personal record identifier, sex, date of birth, home address, work and home telephone numbers, number of years of service, education, membership in designated employment equity groups and group and level of the candidates. *Class of Individuals:* Records in this bank apply to only those individuals who have written the Supervisory In-Basket Exercise for a staffing competition. Access will not be permitted without adequate proof of identification and/or authority. *Purpose:* This information bank was established to provide the Research and Development Section of the Human Resources Branch with a method of controlling the retest period, applying test results from one competition to another, analyzing test results and allowing for collection of follow-up data for research purposes. *Retention and Disposal Standards:* Records are retained indefinitely since test results may be valid indefinitely. Test results may hae to be disclosed for appeal purposes. *TBS Registration:* 003211 *Bank Number:* RC PPE 807

Word Processing Equipment Training Reports
Description: This bank relates to the training of departmental employees on word processing equipment and contains samples of the work performed during training, comments by the trainer, and a copy of the letter to the trainee's supervisor regarding the results of the training. This bank also contains a command summary. Access will not be permitted without adequate proof of identification and/or the necessary authorization. *Class of Individuals:* Employees of Revenue Canada. *Purpose:* This bank is used to provide a history of employees' training on word processing equipment. *Retention and Disposal Standards:* Records in the bank are retained for five years. *TBS Registration:* 002027 *Bank Number:* RC PPE 805

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Incentive Awards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Reliability Checks

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Royal Canadian Mint
Chapter 90

Particular Banks

Attendance and Leave
Description: This bank contains absence reports and leave applications, all of which include correspondence about the individual's attendance and leave. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems. *Class of Individuals:* Employees of the RCM. *Purpose:* The purpose of this bank is to support administration of employee attendance and leave within the RCM. *Consistent Uses:* To record attendance and authorize leave. The information is also used to support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism. *Retention and Disposal Standards:* Records are destroyed two years after the expiry of the fiscal year. *TBS Registration:* 002266 *Bank Number:* RCM PPE 805

Conflict of Interest
Description: This bank contains voluntary disclosures by employees concerning real, potential and apparent conflict of interest situations; and investigation reports and correspondence about apparent, potential and actual employee conflicts between the private interests or holdings of employees and their official duties. In addition, the bank contains information relating to post-employment situations which are not in the public or the Mint's interest. *Class of Individuals:* This information relates to Mint employees. *Purpose:* The purpose of this bank is to maintain information about apparent, potential and actual conflict of interest situations for employees of the Mint. *Consistent Uses:* To record apparent and potential conflicts of interest and post-employment concerns and to resolve any conflicts. *Retention and Disposal Standards:* Two years after the apparent or potential conflict of interest no longer exists or the actual conflict of interest has been resolved, the records are destroyed. *TBS Registration:* 003360 *Bank Number:* RCM PPE 802

Discipline
Description: This bank contains notices of disciplinary action and correspondence about employee misconduct; testimony by witnesses; legal opinions; investigations of possible misconduct and analysis reports of these investigations . It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record. *Class of Individuals:* Employees of the RCM. *Purpose:* The purpose of this bank is to maintain information used in disciplinary actions in the RCM and to determine the need for and nature of disciplinary actions. *Consistent Uses:* This information is used to support decisions on pay and benefits; attendance and leave; transfer, demotion and termination of employment. *Retention and Disposal Standards:* The retention period for notices of disciplinary action, including notices attached to the Employee Personnel Record, is that specified in applicable collective agreements or, where no such agreement exists, two years following the date of disciplinary action, provided no further disciplinary action has been recorded. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation concerning the action is immediately destroyed. *TBS Registration:* 002269 *Bank Number:* RCM PPE 808

Employment Equity Program
Description: The bank contains personal information on employees such as education, work history and career aspirations, training and development, which is collected by means of questionnaires and/or interviews or compiled from employees' files or automated data systems. Respondents are asked to identify whether they are male or female; whether they are an aboriginal person, if they have a continuing or permanent physical disability, or form part of a visible minority. *Class of Individuals:* The information relates to employees of the RCM. *Purpose:* This bank provides documentation for the implementation of the employment equity policy at the Mint. Data is collected to provide a comprehensive picture of employees by sex and by target group status (e.g. women, aboriginal peoples and physically or mentally disabled persons), and, in some instances, by visible minority. *Consistent Uses:* This information is used to compile a personnel profile of employees and to compare the situation of target group members with non-target group members within the Mint and with their counterparts in the general labour market. The information gathered will be used for institutional purposes in the government's employment equity program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that target groups participate in and are equitably represented in the Mint. It may also be used for policy and planning purposes related to employment equity. *Retention and Disposal Standards:* The disposal criteria for this bank are to be established. *TBS Registration:* 003361 *Bank Number:* RCM PPE 803

Grievances
Description: This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances, and correspondence about grievances.

Class of Individuals: Employees of the RCM. *Purpose:* The purpose of this bank is to record information used through all levels of the grievance procedure. *Consistent Uses:* Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels of the grievance procedure. *Retention and Disposal Standards:* Three years following date of resolution the records are destroyed. *TBS Registration:* 002268 *Bank Number:* RCM PPE 807

Labour Time Reporting — Computerized Employee Master File
Description: Information in this bank includes employee number, name, SIN, position, date of birth, start date, termination date, location, language, as well as accumulated worked days, vacation days and sick leave. *Class of Individuals:* Employees of the RCM. *Purpose:* The purpose of this bank is to update and report labour costs applicable to product costing and related personnel information. *Consistent Uses:* This information is used to provide gross pay data incurred by productive cost centres; gross labour expense transactions; to generate pay input data for the Royal Bank payroll system and to maintain permanent employee data. *Retention and Disposal Standards:* The information is retained for two years. Termination of this bank is indefinite. *TBS Registration:* 003362 *Bank Number:* RCM PPE 801

Official Languages
Description: This bank contains course enrolment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. Language examination, exemption and training records are attached to the Employee Personnel Record. *Class of Individuals:* Employees of the RCM. *Purpose:* The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal public service and Crown corporations, to document and support decisions pertaining to official languages qualifications and language testing and to document the training needs and accomplishments of employees. *Consistent Uses:* The information is used to support and document decisions concerning individual employees on staffing, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official languages programs. *Retention and Disposal Standards:* Two years after last documentation the records are destroyed. *TBS Registration:* 002267 *Bank Number:* RCM PPE 806

Performance Reviews and Employee Appraisals
Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skill, abilities, accomplishments and interests. *Class of Individuals:* Employees of the RCM. *Purpose:* The purpose of this bank is to maintain information regarding the level of performance of individual employees within the RCM, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, and terminations. *Consistent Uses:* This information is used to support decisions regarding promotions, transfers, demotion, discipline and termination of employment. *Retention and Disposal Standards:* Records are destroyed after three years. *TBS Registration:* 002270 *Bank Number:* RCM PPE 809

Staffing
Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; staffing grievances documents; rating board assessments; including evaluation notes from staffing boards; examinations papers and test results; eligibility lists; offers of employment; notices to candidates; and corr espondence concerning staffing. Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. (N.B. Notations of staffing decisions may also appear in the Emp loyee Personnel Record.) *Class of Individuals:* Employees of the RCM and job applicants who are members of the general public. *Purpose:* This bank provides a record of the information used in staffing positions in the Royal Canadian Mint. *Consistent Uses:* To select candidates, staff positions and set up inventories of applicants for future reference. The information is also used in the course of grievance procedures relating to appointments and promotions. When requesting access, competition number, where applicable, should be quoted. *Retention and Disposal Standards:* The records are retained for two years after a staffing action is concluded, or two years after any other administration action, at which time the records are destroyed. *TBS Registration:* 002265 *Bank Number:* RCM PPE 804

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Employee Assistance

Employee Personnel Record

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Parking

Pay and Benefits

Security Clearances

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Royal Canadian Mounted Police
Chapter 91

Particular Banks

Auxiliary Police

Description: This bank contains personal information on individuals who have served in the RCMP as auxiliary police. Information relates to engagement, service, and severance of auxiliary police constables attached to or serving with the RCMP. Activity reports and appraisals as well as security clearance information may also be included. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name, date of birth, type of work and location where they have served, to retrieve information. Serving members must indicate the location of the material they wish to access. Individuals wishing to access only certain information should identify the material desired to expedite the processing of their requests. *Class of Individuals:* Individuals who have applied for and served as auxiliary police. *Purpose:* Compiled in the employment process of applicants for auxiliary police. *Consistent Uses:* This bank is used to make decisions concerning continued service with the RCMP. This information may also be used for research, planning, evaluation and statistical purposes and may be matched with the following personal information banks: CMP PPU 065 (Security/Reliability Screening Records); CMP PPE 807 (RCMP General Administrative Records) and the Kit and Clothing System. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. *Retention and Disposal Standards:* Records within this bank are retained for a minimum of two calendar years following termination of employment. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. *PAC Number:* 69-164 *Related to PR#:* CMP CMP 918 *TBS Registration:* 001021 *Bank Number:* CMP PPE 809

Employment Equity Program

Description: This bank contains personal information on regular and civilian members, special constable members, and applicants to the RCMP for the purpose of determining the level of participation of visible minority groups in accordance with subsection 16(1) of the Canadian Human Rights Act (special program). Information includes whether a member or applicant is aboriginal, caucasian or non-caucasian; ethnicity, disability, if any. Information described in the employment equity program will be held at RCMP headquarters in Ottawa and is restricted to those dealing with employment equity programs. In addition to the requirements indicated on the Personal Information Request Form, members are asked to provide their full name and regimental number. RCMP applicants must provide their full name only. *Class of Individuals:* Regular, civilian and special constable members, and applicants to the RCMP. *Purpose:* Data is collected to provide a comprehensive picture of members by target group status (e.g., aboriginal people, handicapped persons) and members of visible minority groups. This information is used to compile a personnel profile of members and applicants in order to identify the participation rates of target group members as compared with non-target group members, and to set goals for visible minority participation within the RCMP, under the authority of the employment equity Act. *Consistent Uses:* The information gathered will be used for institutional purposes in the government's employment equity program to identify and eliminate systemic discrimination in employment and to introduce measures to ensure that target groups participate, and are equitably represented, in the RCMP. It may be used for policy and planning purposes related to employment equity. This information may also be matched with the following information banks: CMP PPU 070 — (Applicants' Records); CMP PPU 090 — (Honours and Awards); CMP PPE 801 — (RCMP Member Personnel Records); CMP PPE 802 — (RCMP Member Service Records); CMP PPE 803 — (RCMP Member Transfer/Promotion Board Proceedings/Staffing Action Files/Officer, Candidates Assessment Board Proceedings); CMP PPE 804 — (RCMP Member Grievance Records); CMP PPE 805 — (RCMP Member Discipline and Quashed Discipline Records); CMP PPE 806 — (RCMP Member's Pay Records); CMP PPE 815 — (RCMP Member Conflict of Interest and Post Employment Code). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. *Retention and Disposal Standards:* Information in this bank may be maintained in hard copy files as well as automated format such as PARADE (Personnel Administration Research And Development). Records are retained for a minimum of three calendar years after the date of last correspondence. *PAC Number:* 86-001 *TBS Registration:* 002103 *Bank Number:* CMP PPE 818

Personnel Files on Municipal Employees Serving the RCMP

Description: The bank contains personal information on municipal employees who are working or who have worked for the RCMP under contractual agreement with the municipality concerned. Information in this bank provides a chronological overview of the individual's service in the RCMP, i.e.: personal history forms for employment, security screening data, starting salary, pay certificates, requests for raises or increments, sick and leave records, assessments and memoranda outlining the reasons for termination of employment. The social

insurance number is collected pursuant to the Financial Administration Act. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name, date of birth, type of work and location where they have served to retrieve information of interest. Serving members must indicate the location of the material they wish to access. Individuals wishing to access only certain information should identify the material desired to expedite the processing of their requests. ***Class of Individuals:*** Individuals who have applied for and served the RCMP as municipal employees. ***Purpose:*** Compiled in the employment process of applicants. The social insurance number is collected for the purpose of maintaining financial employment records. ***Consistent Uses:*** This bank is used to make decisions on hiring and continued service. This information may be matched with the following information banks: CMP PPU 065 (Security/Reliability Screening Records); CMP PPE 807 (RCMP General Administrative Records). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. ***Retention and Disposal Standards:*** Records within this bank are retained for a minimum of two calendar years following termination of employment. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. ***PAC Number:*** 69-164 ***Related to PR#:*** CMP CMP 918 ***TBS Registration:*** 001023 ***Bank Number:*** CMP PPE 811

Police Casuals/Temporary Civilian Employees
Description: This bank contains personal information on individuals who are currently or who have served in the RCMP as police casuals. Information in this bank provides a chronological overview of the individual's service in the RCMP and contains application forms for employment, security screening data, salary information, assessments and memoranda outlining the reasons for termination of employment. The social insurance number is collected pursuant to the Financial Administration Act. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name, date of birth, type of work and location where they have served, to retrieve information. Serving members must indicate the location of the material they wish to access. Individuals wishing to access only certain information should identify the material desired to expedite the processing of their requests. ***Class of Individuals:*** Individuals who have applied for and served as police casuals/temporary civilian employees. ***Purpose:*** Compiled in the employment process of applicants for police casual/temporary civilian employees. The social insurance number is collected for the purpose of maintaining financial employment records. ***Consistent Uses:*** This bank is used to make decisions on hiring, pay, postings and continued service. This information may also be used for research, planning, evaluation and statistical purposes and may be matched with the following personal information banks: CMP PPU 065 (Security/Reliability Screening Records). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. ***Retention and Disposal Standards:*** Records within this bank are retained for a minimum of one calendar year following termination of employment at the headquarters of the division in which they are employed, and then, they are subsequently transferred to the National Archives of Canada, National Personnel Records Centre for retention until the subject of the file reaches the age of 80 years. ***PAC Number:*** 69-164 ***Related to PR#:*** CMP CMP 918 ***TBS Registration:*** 001022 ***Bank Number:*** CMP PPE 810

RCMP General Administrative Records
Description: This bank contains records and related correspondence on the acquisition, issue and disposition of RCMP uniforms and equipment, service revolver registrations, identification cards, building passes and parking permits. This bank also contains information relative to other miscellaneous matters where some benefit or privilege may be granted or refused by the RCMP. Because of the nature of general administrative records, information within this bank is not always carded or indexed to an individual. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide sufficient detail of their original contact with the RCMP including the approximate date, geographic location, regimental number and nature of benefit or privilege involved. Serving members must indicate the location of the material they wish to access. ***Class of Individuals:*** This bank contains personal information on individuals who are or have been employed by the RCMP under a contract of services or a contract for services. ***Purpose:*** This information is used for the internal administration of the RCMP. ***Consistent Uses:*** This information is also used for research, planning, evaluation and statistical analysis and may be matched with the following information banks: RCMP Member's Pay Records (CMP PPE 806), clothing and kit System and RCMP Parade System as a locator. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. ***Retention and Disposal Standards:*** These records are retained for a minimum of two calendar years after the date of last correspondence. In the case of Kit and Clothing, the records are retained for twelve months after the transaction took place and retained on backup tape for an additional four years, after which it is disposed of. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. ***PAC Number:*** 78-001 ***Related to PR#:*** CMP CMP 918 ***TBS Registration:*** 001019 ***Bank Number:*** CMP PPE 807

RCMP Member Conflict of Interest and Post Employment Code

Description: The bank will contain documents indicating that a member has requested permission as per Commissioner's Standing Orders to participate in an outside activity. Also included are investigations reports and correspondence dealing about potential and actual conflicts between the private interest of a member and the member's official duties and responsibilities. *Class of Individuals:* All members of the RCMP. *Purpose:* The purpose of this bank is to identify potential and actual conflict of interest situations for members of the RCMP, to record potential conflicts of interest. *Consistent Uses:* The information is used to resolve situations of potential and actual conflicts of interest and to support decisions on transfers, discipline and termination of employment, if conflict of interest exists. It also enables designated officials to determine whether a former member to whom post employment compliance measures apply is in compliance. This has an impact on a current member's ability to deal with the former member. This information may also be matched with the following information banks: CMP PPU 070 — (Applicants' Records); CMP PPU 090 — (Honours and Awards); CMP PPE 801 — (RCMP Member Personnel Records); CMP PPE 802 — (RCMP Member Service Records); CMP PPE 803 — (RCMP Member Transfer/Promotion Board Proceedings/Staffing Action Files/Officer, Candidates Assessment Board Proceedings); CMP PPE 804 — (RCMP Member Grievance Records); CMP PPE 805 — (RCMP Member Discipline and Quashed Discipline Records); CMP PPE 806 — (RCMP Member's Pay Records); CMP PPE 818 — (Employment Equity Program). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. *Retention and Disposal Standards:* Records are retained by the RCMP for the duration of employment plus two years, after which time records are destroyed. *PAC Number:* 86-001 *TBS Registration:* 002102 *Bank Number:* CMP PPE 815

RCMP Member Discipline and Quashed Discipline Records

Description: This bank contains personal information on regular and civilian members as well as special constable members, who are currently or who have served in the RCMP and who have been the subject of disciplinary action or misconduct. Discipline and quashed discipline files can contain the following service investigation and Code of Conduct (Part IV) investigations reports which warrant disciplinary action being taken: cautionings, warnings, service court and adjudication board proceedings, formal and informal disciplinary action, appeals, boards and related correspondence: suspensions; quashed rulings; records relating to statutory offenses by members including investigations dealing with complaints from the public which have resulted in discipline against a member may be located in bank CMP PPU 085; court decisions and appeals; correspondence concerning alleged misconduct: compulsory discharge material resulting from misconduct and criminal offenses including boards, hearings and decisions. Compulsory discharge material for reasons other than misconduct and criminal offenses may be located in Bank CMP PPE 801, RCMP Member Personnel Records or CMP PPE 802 — RCMP Member Service Records. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and regimental number. Serving members must indicate the location of the material they wish to access. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests. Information in this bank may be maintained in hard copy files as well as in automated forms such as the RCMP Office Support System (ROSS). *Class of Individuals:* Regular and civilian members, as well as special constable members, who are currently or who have served in the RCMP and who have been the subject of disciplinary action or misconduct. *Purpose:* This bank is used to make decisions concerning suspensions, cautionings, warnings, service court punishments, adjudication board sanctions, formal and informal disciplinary action, fines, shortcomings, discharges, demotions, postings, promotions, continued service, appeals, civil actions, criminal actions, investigations, eligibility for medical treatment and pensions. *Consistent Uses:* The RCMP External Review Committee and the RCMP Public Complaints Commission may use the information respectively to inquire into grievances and investigate complaints against the RCMP or its members. Disciplinary measures taken against a member following a complaint of harassment may be disclosed to the complainant in the case of a founded complaint. This information may also be used for research, planning, evaluation and statistical purposes and may be matched with the following information banks: CMP PPU 070 — (Applicants' Records); CMP PPU 090 — (Honours and Awards); CMP PPE 801 — (RCMP Member Personnel Records); CMP PPE 802 — (RCMP Member Service Records); CMP PPE 804 — (RCMP Member Grievance Records); CMP PPE 806 — (RCMP Member's Pay Records); CMP PPE 815 — (RCMP Member Conflict of Interest and Post Employment Code); and CMP PPE 818 — (Employment Equity Program). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act.. *Retention and Disposal Standards:* These files are retained by the RCMP at least until the subject of the file reaches the age of 70 years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. *PAC Number:* 69-164 *Related to PR#:* CMP CMP 926 *TBS Registration:* 001017 *Bank Number:* CMP PPE 805

RCMP Member Grievance Records
Description: This bank contains information, forwarding comments and final decisions resulting from formal grievances submitted by regular and civilian members as well as special constable members of the RCMP. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and regimental number. Serving members must indicate their division. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests. Information in this bank may be maintained in hard copy files as well as in automated forms such as the RCMP Office Support System (ROSS). *Class of Individuals:* This bank contains information on regular and civilian members who have submitted formal grievances relating to some aspect of their service with the RCMP. *Purpose:* This information is used by the RCMP in resolving grievances and appeals which are submitted under Part III of the RCMP Act or under an alternative process of redress allowed by that part. *Consistent Uses:* This information may also be used for research, training, planning, evaluation and statistical purposes and by the RCMP External Review Committee to inquire into grievances. This information may be matched with the following information banks: CMP PPU 070 — (Applicants' Records); CMP PPU 090 — (Honours and Awards); CMP PPE 801 — (RCMP Member Personnel Records); CMP PPE 802 — (RCMP Member Service Records); CMP PPE 803 — (RCMP Member Transfer/Promotion Board Proceedings/Staffing Action Files/Officer, Candidates Assessment Board Proceedings); CMP PPE 805 — (RCMP Member Discipline and Quashed Discipline Records); CMP PPE 806 — (RCMP Member's Pay Records); CMP PPE 815 — (RCMP Member Conflict of Interest and Post Employment Code) and CMP PPE 818 — (Employment Equity Program). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. *Retention and Disposal Standards:* Files in this bank are destroyed five years after the grievance is concluded. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. *PAC Number:* 69-164 *Related to PR#:* CMP CMP 926 *TBS Registration:* 001016 *Bank Number:* CMP PPE 804

RCMP Member Medical Records
Description: This bank contains personal information on individuals who are currently or who have served in the RCMP as regular members, special constable members, or civilian members. Information in this bank provides an overview of the member's medical history while employed by the RCMP or after being discharged where the member continues to receive medical treatment at public expense. Medical records contain correspondence, reports and forms dealing with hospitalization, surgery, medical and dental services, psychiatric and/or psychological testing, physical fitness testing and results, services under the Member Assistance Program and treatment provided to members; their medical categories, and reports dealing with injuries and medical conditions incurred during service. It may also contain information on the medical condition of members' immediate families or immediate relatives. The social insurance number may also be included on medical records/documents received from the Department of National Defence Canadian Forces Medical Services on members who have received medical treatment/services from that department. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and regimental number. Serving members must indicate the location of the material they wish to access. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests. Medical information may also be included in the Personal Information Index under the Department of Veteran Affairs. *Class of Individuals:* Serving and former regular members, special constable members and civilian members of the RCMP and their immediate families or immediate relatives. *Purpose:* To assess suitability to perform duties as a member of the RCMP and make recommendations for posting, promotion and continued service of regular members, special Constable Members and civilian members where their mental or physical condition is a determining factor: entitlement to sick leave; and eligibility for insurance coverage. They provide a composite record of physical/mental conditions, injuries and treatment that might not otherwise be available to medical and dental practitioners because of the mobility of RCMP members; to support applications for disability benefits in respect of injury or death during service under the RCMP Superannuation Act, section 27, or under the RCMP Pension Continuation Act, section 5; may be also used for research, planning, evaluation and statistical analysis. Information on families or relatives is used to determine suitability for posting in certain geographic areas when they accompany the member and/or compassionate postings based on medical grounds. While the social insurance number is not required by and/or used by the RCMP, the Canadian Forces Medical Services require it for patient identification and accounting purposes. *Consistent Uses:* Medical files are used by the Director Health Services (DHS) or Health Services Officers (HSO) to assess members' suitability to perform various duties; make recommendations for posting, promotion and continued service of members where their physical or mental condition is a determining factor; determine entitlement to treatment and sick leave benefits; eligibility for insurance coverage: determine eligibility for a disability pension awarded by Canadian Pension Commission (Reference: RCMP Superannuation Act, section 27, RCMP Pension Continuation Act, section 5) and to determine suitability for posting when medical condition is a consideration. Information may be disclosed to a commanding officer or appropriate officer where, in the opinion of an HSO or DHS exceptional circumstances exist or where the safety of the public or co-workers may

be jeopardized, to medical practitioners for continuity of treatment, to physicians and psychologists appointed as a Medical Board and to the administrator of the dental program. This information may also be used for research, planning, evaluation and statistical analysis and may be used for linking with the following system: RCMP PARADE, FARS and HSIS: All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. *Retention and Disposal Standards:* Records are retained at least until file subject reaches 100 years of age. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. *PAC Number:* 69-164 *Related to PR#:* CMP CMP 922 *TBS Registration:* 001020 *Bank Number:* CMP PPE 808

RCMP Member Personnel Records

Description: Information in this bank provides an overview of the member's service. The file contains such material as basic recruit training results (LAN computer system), training assessments, recommendations for promotion and transfer, personal interview reports and appraisal reports, PARADE personal record (form 816), information pertaining to personnel gathered during the Officer candidate program, guidance and advice, outstanding debts, compassionate transfers, commendations, awards, notification of shortcomings and related documents, language results, linguistic profiles. Also contained in this bank is compulsory discharge/demotion material in the case where a member of the RCMP is discharged/demoted for unsatisfactory job performance. Training assessments may also be maintained in bank CMP PPU 080. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and regimental number. Serving members must indicate the location of the material they wish to access. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests. As well, supplementary files are also retained at Headquarters and divisions on individuals who have successfully completed an undercover course and have been given by Headquarters an Operator's number. If you wish to access these records, advise as to whether you were trained as an undercover operator and/or given an operator number. Also indicate in which Division/Unit the records are retained. Information in this bank may be maintained in hard copy files as well as in automated forms such as the Official languages Information System (OLIS), the RCMP Office Support System (ROSS). *Class of Individuals:* This bank contains personal information on individuals who are currently or who have served in the RCMP as regular, civilian, reserve or special constable members. *Purpose:* The bank is used to make decisions on promotion, postings and continued service. *Consistent Uses:* This information may also be used for research, planning, evaluation and statistical analysis and may be matched with the following information banks: CMP PPU 070 — (Applicants' Records); CMP PPU 090 — (Honours and Awards); CMP PPE 802 — (RCMP Member Service Records); CMP PPE 803 — (RCMP Member Transfer/Promotion Board Proceedings/Staffing Action Files/Officer, Candidates Assessment Board Proceedings); CMP PPE 804 — (RCMP Member Grievance Records); CMP PPE 805 — (RCMP Member Discipline and Quashed Discipline Records); CMP PPE 806 — (RCMP Member's Pay Records); CMP PPE 815 — (RCMP Member Conflict of Interest and Post Employment Code) and CMP PPE 818 — (Employment Equity Program). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. *Retention and Disposal Standards:* These files are retained by the RCMP at least until the subject of the file reaches the age of 100 years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. *PAC Number:* 69-164 *Related to PR#:* CMP CMP 918 *TBS Registration:* 001013 *Bank Number:* CMP PPE 801

RCMP Member Service Records

Description: Information in this bank provides a chronological overview of the member's service. The file contains such things as application and engagement documents, transfer and change notices, personal certificates, insurance coverage, statements of injuries and disabilities by members and witnesses, pensions and discharge documents, warrants of appointment, Certificate of Security Clearance as well as the social insurance number, obtained under the authority of federal legislation to administer the Canada Pension Plan, the Employment Insurance Act, and the Income Tax Act. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and regimental number. Serving members must indicate the location of the material they wish to access. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests. *Class of Individuals:* This bank contains personal information on individuals who are currently or who have served in the RCMP as regular, civilian, reserve or special constable members. *Purpose:* This information, including social insurance numbers, is used for the internal administration of the RCMP and its benefit program. *Consistent Uses:* This information may be used for research, planning, evaluation and statistical purposes. CMP PPU 070 — (Applicants' Records); CMP PPU 090 — (Honours and Awards); CMP PPE 801 — (RCMP Member Personnel Records); CMP PPE 803 — (RCMP Member Transfer/Promotion Board Proceedings/Staffing Action Files/Officer, Candidates Assessment Board Proceedings); CMP PPE 804 — (RCMP Member Grievance Records); CMP PPE 805 — (RCMP Member Discipline and Quashed Discipline Records); CMP PPE 806 — (RCMP Member's Pay Records); CMP PPE 815 — (RCMP Member Conflict of Interest and Post Employment Code) and CMP PPE 818

— (Employment Equity Program). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. Information is supplied to the Department of Supply and Services to provide and account for pension funds and specified insurance claims, records of which are maintained in personal information banks under the Department of Supply and Services. It may also be used to support applications for disability benefits in respect of injury or death on service under the RCMP Superannuation Act, section 27, or under the RCMP Pension Continuation Act, section 5. Assessments and evaluations concerning pensions for disability or death are maintained in personal information banks under the Department of Veterans Affairs and must be accessed through that department. *Retention and Disposal Standards:* Information in this bank is retained at least until the subject of the file reaches the age of 100 years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. *PAC Number:* 69-164 *Related to PR#:* CMP CMP 918 *TBS Registration:* 001014 *Bank Number:* CMP PPE 802

RCMP Member Transfer/Promotion Board Proceedings/Staffing Action Files/Officer Candidates Assessment Board Proceedings

Description: This bank contains career resumes, performance indicators,recommendations of Transfer/Promotion Boards or assessment boards, results of promotional exams and promotional boards interviews,data on positions being staffed, personnel selection comparison charts and job descriptions. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and regimental number. Serving members must indicate their division. The following information concerning the position for which staffing action was taken is also required: division/directorate, function, year and if possible, unit. For officer candidates, the date of the Officer Candidate Assessment Board must be provided. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests. Information in this bank may be maintained in hard copy files as well as in automated forms such as "The test information bank". *Class of Individuals:* Information in this category is maintained on all constables, non-commissioned officers, special constables, special constable members and civilian members who wrote the promotional exams and/or appeared before a Promotional Board or who have been considered for lateral or promotional transfers by Transfer/Promotion Boards or who have appeared before Officer Candidate Assessment Boards for commissioned rank and all officers, civilian members and special constables, special constable members or officer equivalent who have been considered for promotion by the Commissioner or his delegate. *Purpose:* This information is used to select candidates for promotion and appointment to commissioned rank and staff positions in review of Grievances arising from these actions. *Consistent Uses:* This information may also be used for research, planning, evaluation and statistical purposes and may be matched with the following information banks: CMP PPU 070 — (Applicants' Records); CMP PPU 090 — (Honours and Awards); CMP PPE 801 — (RCMP Member Personnel Records); CMP PPE 802 — (RCMP Member Service Records); CMP PPE 804 — (RCMP Member Grievance Records); CMP PPE 805 — (RCMP Member Discipline and Quashed Discipline Records); CMP PPE 806 — (RCMP Member's Pay Records); CMP PPE 815 — (RCMP Member Conflict of Interest and Post Employment Code) and CMP PPE 818 — (Employment Equity Program). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. *Retention and Disposal Standards:* Records in this category are maintained for a minimum of five years after the date of the last correspondence. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. *PAC Number:* 69-164 *Related to PR#:* CMP CMP 920 *TBS Registration:* 001015 *Bank Number:* CMP PPE 803

RCMP Member's Pay Records

Description: Information in this bank provides a chronological overview of the member's pay, allowances, overtime, deductions, Benefit Trust Fund requests records and related matters, including correspondence with the Department of Supply and Services which operates the service payroll system. The social insurance number is used and therefore recorded in this bank as requested by Revenue Canada. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and regimental number. Serving members must indicate the location of the material they wish to access. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests. Information in this bank may be maintained in hard copy files as well as in automated forms such as the Living Accommodation Charges Directives System (LACDS). *Class of Individuals:* This bank contains personal information on individuals who are currently or who have served in the RCMP as employees other than Public Service employees. *Purpose:* This information is used for the internal administration of the RCMP and its benefit program. A mailing list is maintained in conjunction with Department of Supply and Services for pension purposes. The social insurance number is used in the reporting of earnings and deductions on T-4 and Slip 1 forms. This data is eventually passed on to Human Resources Development Canada for the administration of the Canada Pension Plan. *Consistent Uses:* This information is also used for auditing, research, planning, evaluation and statistical analysis and may be matched with the following information banks: RCMP Member

Grievance Records (CMP PPE 804); RCMP Member Personnel Records (CMP PPE 801); RCMP Member Service Records (CMP PPE 802); Zyindex a retrieval system used to store data regarding previous incidents of relocation and travel requests. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. *Retention and Disposal Standards:* Pay records are retained by the RCMP at least until the subject of the file reaches the age of 70 years. The Benefit Trust Fund requests records are retained by the RCMP for six fiscal years after final payment and for two fiscal years if the request is not approved. The relocation records are retained by the RCMP for a period of four years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. *PAC Number:* 78-001 *Related to PR#:* CMP CMP 925 *TBS Registration:* 001018 *Bank Number:* CMP PPE 806

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Royal Canadian Mounted Police External Review Committee

Chapter 92

Particular Banks

RCMP Member Discharge and Demotion References
Description: This bank contains information on discharge and demotion of RCMP members where such process has been referred to the RCMP External Review Committee. Compulsory discharge material for misconduct and criminal offences may be located in ERC PPE 803 "RCMP Member Formal Discipline References". In addition to the requirements indicated on the Personnel Information Request Form, individuals must provide their full name and regimental number. Individuals wishing to access only specific information should identify the material divided to expedite the processing of their requests. *Class of Individuals:* Members of the RCMP who have been subject to discharge or demotion proceedings which have been referred to the RCMP External Review Committee. *Purpose:* The information is used by the RCMP External Review Committee in dealing with discharge or demotion cases referred to the Committee pursuant to the RCMP Act. *Consistent Uses:* The information may be used for research, planning, evaluation and statistical purposes. It may also be used in the dissemination of precedents, and in the preparation of reports pursuant to the RCMP Act. *Retention and Disposal Standards:* These records are kept for seven years and are then destroyed, unless they form part of substantial and precedent-setting discharge and demotion case files meeting specific criteria. *TBS Registration:* 002874 *Bank Number:* ERC PPE 801

RCMP Member Discipline References
Description: This bank contains information on the formal discipline of RCMP members where such discipline has been referred to the RCMP External Review Committee pursuant to the RCMP Act. The information can include the following reports: cautionings, reprimands, adjudication board proceedings, appeals, boards and

related correspondence; suspensions, quashed rulings, court decisions, correspondence concerning alleged misconduct, compulsory discharge material resulting from misconduct and criminal offences including boards, hearings and decisions. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and regimental number. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests. *Class of Individuals:* Members of the RCMP who have been the subject of formal disciplinary proceedings which have been referred to the RCMP External Review Committee. *Purpose:* The information is used by the RCMP External Review Committee in dealing with formal discipline cases referred to the Committee pursuant to the RCMP Act. *Consistent Uses:* The information may be used for research, planning, evaluation and statistical purposes. It may also be used in the dissemination of precedents, and in the preparation of reports pursuant to the RCMP Act. *Retention and Disposal Standards:* These records are kept for seven years and are then destroyed, unless they form part of substantial and precedent-setting discipline case files meeting specific criteria. *TBS Registration:* 002876 *Bank Number:* ERC PPE 803

RCMP Member Grievance References
Description: This bank contains information, forwarding comments, recommendations and decisions resulting from grievances submitted by members of the RCMP and referred to the RCMP External Review Committee. In addition to the requirements indicated on the Personal Information Request Form individuals must provide their full name and regimental number. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests. *Class of Individuals:* Members of the RCMP who have submitted grievances which have been referred to the RCMP External Review Committee. *Purpose:* The information is used by the RCMP External Review Committee in dealing with grievances referred to the Committee pursuant to the RCMP Act. *Consistent Uses:* The information may be used for research, planning, evaluation and statistical purposes. It may also be used in the dissemination of precedents, and in the preparation of reports pursuant to the RCMP Act. *Retention and Disposal Standards:* These records are kept for seven years and are then destroyed, unless they form part of substantial and precedent-setting grievance case files meeting specific criteria. *TBS Registration:* 002875 *Bank Number:* ERC PPE 802

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Incentive Awards

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Royal Canadian Mounted Police Public Complaints Commission

Chapter 93

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages
Parking
Pay and Benefits
Performance Reviews and Employee Appraisals
Security Clearances
Staffing
Training and Development
Travel and Relocation
Vehicle, Ship, Boat and Aircraft Accidents

Security Intelligence Review Committee
Chapter 94

Particular Banks

Personal Services Contracts
Description: This bank contains information on individuals who have signed personal services contracts with the Committee. the bank may contain information on the qualifications and work experience of the contractor, letters of reference, and details of the contract. *Class of Individuals:* Individuals who currently have, or formerly had, a contract with the Committee. *Purpose:* The purpose of this bank is to maintain a record of accepted tenders for research contracts, and to issue contracts. *Consistent Uses:* The information may be used to determine terms of payments, contract extension or renewal, and other decisions pertaining to the contract. *Retention and Disposal Standards:* Files have been retained since the establishment of the Committee in 1984. *TBS Registration:* 003017 *Bank Number:* SIR PPE 803

Records
Description: This bank contains personal information on individuals who are currently, or have been, employees of the Security Intelligence Review Committee, with respect to such material as personal evaluation forms, career résumés and job descriptions. This bank also contains correspondence relating to the administration of pay and benefits. The information was obtained to make decisions concerning hiring, promoting, transfers and continued service, and also to provide documentation for the administration of pay and benefits to Committee employees. Consistent uses are for planning, evaluation and statistical analysis and for the administration of the pay and benefits of Committee employees. *Bank Number:* SIR PPE 801

Social Sciences and Humanities Research Council of Canada
Chapter 95

Particular Banks

Staffing
Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; examinations papers and test results; eligibility lists; offers of employment; notices to candidates; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. (N.B. Notation of staffing decisions may also appear in the Employee Personnel Record.) *Class of Individuals:* Employees of Council and candidates for employment with Council. *Purpose:* The information is used to select candidates and staff positions. *Retention and Disposal Standards:* Information is retained for two years. *PAC Number:* 81-028 *TBS Registration:* 002434 *Bank Number:* SHR PPE 802

Standard Banks
Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Conflict of Interest and Post-Employment Code
Discipline
Employee Assistance

Employee Personnel Record
Employment Equity Program
Grievances
Harassment
Identification and Building-Pass Cards
Incentive Awards
Occupational Safety and Health
Official Languages
Parking
Pay and Benefits
Performance Reviews and Employee Appraisals
Reliability Checks
Security Clearances
Training and Development
Travel and Relocation
Vehicle, Ship, Boat and Aircraft Accidents

Solicitor General Canada, Ministry Secretariat

Chapter 96

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Conflict of Interest and Post-Employment Code
Employee Personnel Record
Employment Equity Program
Grievances
Harassment
Identification and Building-Pass Cards
Official Languages
Parking
Pay and Benefits
Performance Reviews and Employee Appraisals
Reliability Checks
Security Clearances
Staffing
Training and Development
Travel and Relocation
Vehicle, Ship, Boat and Aircraft Accidents

St. Lawrence Seaway Authority, The

Chapter 97

Particular Banks

Bridge Passes

Description: This bank contains a record of the names of individuals, etc., to whom a bridge pass has been issued. The bank also records pass usage. *Class of Individuals:* Employees. *Purpose:* The purpose of this bank is to maintain a record of the names of individuals, etc., to whom a bridge pass has been issued. *Retention and Disposal Standards:* Five years after cancelation or non-renewal. *PAC Number:* 85-001 *TBS Registration:* 000641 *Bank Number:* SLS PPE 801

Check-off union dues

Description: The Bank provides a detailed yearly report related to union dues deductions. *Class of Individuals:* Unionized employees of the institution. *Purpose:* The purpose is to establish the amount of union dues that will be paid by each employees who are unionized with "The Canadian Brotherhood of Railway, Transport and General Workers" (CBRT & GW) during a year following a general salary increase. *Consistent Uses:* The information is forwarded to the CBRT & GW for the purpose described above. *Retention and Disposal Standards:* Two years. *TBS Registration:* 002829 *Bank Number:* SLS PPE 805

Confederation-Life Insurance Reports

Description: This bank contains individual Seaway employee data related to insurance coverage matters. *Class of Individuals:* Employees of the institution. *Purpose:* The Confederation Life Insurance Company uses the information to establish the monthly premiums of the life, major medical and long term disability insurances. *Consistent Uses:* See "Purpose" above. *Retention and Disposal Standards:* Two years. *TBS Registration:* 002830 *Bank Number:* SLS PPE 806

Conflict of Interest

Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties. *Class of Individuals:* Departmental employees. *Purpose:* The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest. *Consistent Uses:* To support decisions on transfers, discipline and termination of employment. *Retention and Disposal Standards:* Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed. *PAC Number:* 85-001 *TBS Registration:* 000663 *Bank Number:* SLS PPE 802

Grievances

Description: This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances, and correspondence about grievances. *Class of Individuals:* Employees of the institution. *Purpose:* The purpose of this bank is to record information used in the grievance process through all levels up to and including arbitration. *Consistent Uses:* Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process, up to and including arbitration. *Retention and Disposal Standards:* Three years following date of resolution or date of decision by the arbitrator, the records are destroyed. *PAC Number:* 85-001 *TBS Registration:* 000651 *Bank Number:* SLS PPE 803

Incentive Awards

Description: This bank includes information on employees who have been identified for awards under the Federal Government's Incentive Award Plan (long service) and the Institution's Award Program (long service). Such information may include an employee number and date of entry. This bank also contains records of recipients of long service awards. *Class of Individuals:* Employees of the institution. *Purpose:* To identify individuals for awards under the Federal Government's incentive awards plan (long service) and the institution's awards program (long service). *Consistent Uses:* See "Purpose" above. *Retention and Disposal Standards:* Operational files are kept for a minimum of two years then destroyed; financial files for six years then destroyed; and precedent setting files for 15 years then destroyed. *TBS Registration:* 002828 *Bank Number:* SLS PPE 804

Pension Plan Records

Description: The bank contains individual data pertaining to the Pension Plan. *Class of Individuals:* Employees of the institution. *Purpose:* The purpose is to report total remittances to superannuation fund during the year based on employee deduction. *Consistent Uses:* The Department of Supply and Services, Superannuation Branch, insures that total deductions balance with total remittance. *Retention and Disposal Standards:* Seven years. *TBS Registration:* 002831 *Bank Number:* SLS PPE 807

Taxation Records

Description: The bank contains individual Seaway active and some retired employees data related to salary and various deductions including taxes. *Class of Individuals:* Active and retired employees of the institution. *Purpose:* The purpose is to comply with Revenue Canada requirements. *Consistent Uses:* To determine individual Income and Taxes. *Retention and Disposal Standards:* Six years. *TBS Registration:* 002832 *Bank Number:* SLS PPE 808

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Pay and Benefits

Performance Reviews and Employee Appraisals

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Standards Council of Canada
Chapter 98

Particular Banks

Attendance and Leave
Description: This bank contains absence reports and leave applications as well as physicians' certificates associated with sick leave. The information exists in automated form in personnel databases. *Class of Individuals:* Standards Council of Canada employees. *Purpose:* Information is obtained for the administration of employee attendance and leave. *Consistent Uses:* To record attendance and authorize leave. To support decisions on pay and benefits such as those concerning leave and termination of employment. *Retention and Disposal Standards:* The records are destroyed two years after expiry of fiscal year. *Related to PR#:* SDC AFB 903 *TBS Registration:* 003025 *Bank Number:* SDC PPE 802

Conflict of Interest and Post-Employment Code
Description: This bank contains (1) Employee Certification Documents indicating that an employee has read and understood the Code of the Standards Council of Canada (SCC) and agrees to observe the Code as a condition of employment and indicating whether or not an employee has assets or liabilities identified in section 6, participates in activities specified in section 14 of the Code of SCC; (2) Confidential Reports of assets, liabilities and participation in outside activities subject to confidential reporting in accordance with the Conflict of Interest and Post-Employment Code for SCC. *Class of Individuals:* Employees of SCC. *Purpose:* The purpose of this bank is to maintain information (1) as to whether an employee has read and understood the Code of the SCC and agreed to observe it as a condition of employment; (2) about potential and actual conflict of interest situations for employees of SCC; (3) to record potential conflicts of interest; and (4) to record any post-employment compliance action required of the employee, including decisions reducing the limitation period. *Consistent Uses:* To resolve situations of potential and actual conflicts of interest. *Retention and Disposal Standards:* Records are retained by the employing institution to which the Certification Document and Confidential Report were submitted for the duration of employment plus two years, after which the records are destroyed. *Related to PR#:* SCC AFB 903 *TBS Registration:* 003209 *Bank Number:* SDC PPE 805

Employee Personnel Record
Description: This bank provides a summary record of an individual's employment with the Standards Council of Canada. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages and discipline, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, layoffs and tenure; classification, including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included where applicable is information concerning military service, including periods and areas of service; professional achievements, including publications, patents and awards; passports; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and reliability checks. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above. *Class of Individuals:* Employees of the institution. *Purpose:* To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation. *Consistent Uses:* To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline, as well as to verify employment references. Information is also provided to various provincial health insurance plans; to group insurers, where applicable; and to National Health and Welfare for pension purposes. *Retention and Disposal Standards:* Retained by the current employing institution for the duration of employment plus one year, and then transferred to the control of National Archives. The information is destroyed when the individual reaches the age of 70, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For

records relating to disciplinary action, the time limit for disposal is three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the National Archivist of Canada to be of historical interest or archival value, are retained permanently by the National Archives of Canada. *TBS Registration:* 003027 *Bank Number:* SDC PPE 804

Reliability Checks
Description: This bank contains information gathered by the institution in conducting reliability checks on individuals applying for work within the institution by way of appointment in accordance with the Security Policy of the Government of Canada. The bank includes certification data of educational qualifications, employment, criminal records and reference checks. *Class of Individuals:* Successful candidates who have applied for work within the institution, by way of appointment. *Purpose:* To confirm identity and determine whether individuals can be trusted to carry out their tasks reliably and honestly. *Consistent Uses:* To support decisions on hiring and termination of employment. *Retention and Disposal Standards:* The information is destroyed two years after the employee leaves the institution. *Related to PR#:* SDC AFB 903 *TBS Registration:* 003026 *Bank Number:* SDC PPE 803

Training and Development
Description: This bank contains personal data including course applications and evaluations, social insurance numbers, certificates, records of fee payments and correspondence related to participation of employees in training and development activities sponsored by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Review and Appraisal Bank. *Class of Individuals:* Employees of the Institution. *Purpose:* To provide documentation for the administration of training and development programs. *Consistent Uses:* To approve and register the participation of employees in training and development activities and to certify the achievements of employees. *Retention and Disposal Standards:* Records are destroyed two years after completion of the particular training and development undertaken by an employee. *PAC Number:* 85-001 *Related to PR#:* SCC AFB 903 *TBS Registration:* 003024 *Bank Number:* SDC PPE 801

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Pay and Benefits

Performance Reviews and Employee Appraisals

Statistics Canada
Chapter 99

Particular Banks

Federal Investigative Body Requests
Description: This bank contains a record of requests for disclosure to federal investigative bodies and other provincial investigative bodies covered by federal/provincial agreements, and a record of documentation which was released. The bank exists in accordance with section 8(4) of the Privacy Act. The potential for disclosure is limited to those data elements held in all personnel files. However, the actual data released would depend on the particular request. *Class of Individuals:* Employees of Statistics Canada for whom a request to disclose information has been received from a federal investigative body or a provincial investigative body covered by federal/provincial agreements. *Purpose:* This bank serves to record requests for disclosure of personal information relating to individuals who are current or former employees of Statistics Canada, received from federal investigative bodies and other provincial investigative bodies covered by federal/provincial agreements. This bank is used to allow the Privacy Commissioner to review such disclosures of personal information and to investigate complaints made by individuals. *Consistent Uses:* There are currently no other uses for this data bank. *Retention and Disposal Standards:* Records are retained by the Access to Information and Privacy Offices for two years after the last administrative use. *PAC Number:* 78-001 *Related to PR#:* STC DAC 615 *TBS Registration:* 001603 *Bank Number:* STC PPE 802

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline
Employee Assistance
Employee Personnel Record
Employment Equity Program
Grievances
Harassment
Identification and Building-Pass Cards
Incentive Awards
Occupational Safety and Health
Official Languages
Parking
Pay and Benefits
Performance Reviews and Employee Appraisals
Security Clearances
Staffing
Training and Development
Travel and Relocation
Vehicle, Ship, Boat and Aircraft Accidents

Status of Women Canada
Chapter 100

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Conflict of Interest and Post-Employment Code
Discipline
Employee Assistance
Employee Personnel Record
Employment Equity Program
Grievances
Harassment
Identification and Building-Pass Cards
Occupational Safety and Health
Official Languages
Pay and Benefits
Performance Reviews and Employee Appraisals
Security Clearances
Staffing
Training and Development
Travel and Relocation

Transport Canada
Chapter 101

Particular Banks

Employee Assistance Program (EAP)
Description: This bank contains confidential information regarding employee's involvement in counselling, source and reason for referral, case chronology, recommendations and referral and client demographics. *Class of Individuals:* Transport Canada employees using counselling services. *Purpose:* The purpose of this bank is to record information necessary to administer the Employee Assistance Program and respond effectively to client needs. *Consistent Uses:* To support counsellor decisions regarding employee assistance measures (e.g. referrals, recommendations, follow-up). A global data bank is used to determine general program needs and trends. *Retention and Disposal Standards:* The records are destroyed two years following the date of the most recent employee assistance activity. *PAC Number:* 86-001 *TBS Registration:* 001069 *Bank Number:* DOT PPE 803

Employment Continuity Program
Description: This bank contains information on employees affected by an adjustment within the workforce. This information pertains to the employees, positions, ECP status, redeployment considerations and retraining. *Class of Individuals:* Employees of Transport Canada. *Purpose:* The purpose of this bank is to inform the administrative personnel of the Employment Continuity Program and to support and document decisions regarding workforce adjustment, specifically as it pertains to redeployment and retraining of affected employees. *Retention and Disposal Standards:* Files are kept for two years after latest

administrative decisions. *PAC Number:* 86-001 *TBS Registration:* 002307 *Bank Number:* DOT PPE 807

Employment Equity — Self-Identification System
Description: This bank is under the control of the departmental Employment Equity Program. The files contain data collected from a voluntary self-identification survey for Transport Canada employees. The survey requests that employees volunteer information concerning personal characteristics: name, social insurance number and designated group status. The information will be updated through the attachment of survey questionnaires to the letter of offer to new employees. *Class of Individuals:* Transport Canada employees. *Purpose:* The bank is established to support Employment Equity analysis on the status of designated group members in the Department. It will reflect the current status of the employee population and will facilitate the equitable provision of program services to all designated groups. *Retention and Disposal Standards:* Individual files will be retained until the employee leaves the Department. *PAC Number:* 86-001 *TBS Registration:* 001604 *Bank Number:* DOT PPE 804

Incentive Awards
Description: The bank includes information on public servants who have been nominated for awards under the federal government's Incentive Awards Plan and the departmental awards programs. Such information may include curricula vitae, performance evaluations, narratives in support of meritorious contributions related to their duties or practised suggestions for improvement of public service operations, and completed recommendation reports concerning either the Merit Award or the Suggestion Award. *Class of Individuals:* Employees of the Department who have been nominated for awards under the federal government's Incentive Awards Plan or the departmental awards programs. *Purpose:* To identify individuals who have been nominated for awards under the federal government's Incentive Awards Plan and the departmental awards programs. *Consistent Uses:* The information in this bank is used to establish precedents for awards and to provide an audit trail for the disbursements of funds. *Retention and Disposal Standards:* Operational files are kept for a minimum of two years, and then destroyed; financial files for six years, and then destroyed; and precedent-setting files for 15 years, and then destroyed. *PAC Number:* 86-001 *TBS Registration:* 002306 *Bank Number:* DOT PPE 808

Personnel Management System
Description: The Department maintains a personnel management information system on positions and employees. Data cover leave and attendance, pay and benefits, official languages, training, and resource utilization. The existing system has been redeveloped to automate pay transactions. *Class of Individuals:* Transport Canada employees. *Purpose:* The information is used as a management tool, as well as to interface with central agencies. *Retention and Disposal Standards:* Files are retained for five years (subject to review). *PAC Number:* 86-001 *TBS Registration:* 001073 *Bank Number:* DOT PPE 801

Personnel Profiles
Description: Contains personnel profiles of employees of the Airports Group in the Ontario Region. This information will include names, positions, work locations, qualifications, job interests and career aspirations of these employees. *Class of Individuals:* Employees of Airports Group, Ontario Region. *Purpose:* To assist management in planning the training and development of its employees. *Consistent Uses:* Information collected is used by management to facilitate the matching of the organization's needs to employees' interests and career aspirations. *Retention and Disposal Standards:* Files are kept for three years and are subsequently destroyed. *TBS Registration:* 003201 *Bank Number:* DOT PPE 817

Training — ATC and FSS Student Progress
Description: This bank contains personal data including social insurance number, examination results, student progress during training, and correspondence related to student's participation in the training for Air Traffic Controllers or Flight Service Specialists. *Class of Individuals:* Students selected from general recruitment to participate in training; if successful, students become employees of Transport Canada. *Purpose:* To provide documentation for the management of ATC and FSS training. *Consistent Uses:* To monitor progress of students on training and to certify achievements of employees. If students become employees, data is matched to Performance Reviews and Employee Appraisals and Employee Personnel Record. If not an employee, no link or match to any other bank. *Retention and Disposal Standards:* Records are destroyed two years after failure or abandonment of the selection process. *TBS Registration:* 003202 *Bank Number:* DOT PPE 815

Training and Development
Description: This bank contains personal data including course applications and evaluations; social insurance number; employment equity designated group status; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities sponsored by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank. *Class of Individuals:* Employees of the Department of Transport and others who take departmentally-sponsored training programs. *Purpose:* The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions. *Consistent Uses:* To approve and register the participation of employees in

training and development activities and to certify the achievements of employees. To link voluntary self-identification data to information contained in other banks for the purpose of implementing and evaluating government policies relating to employment equity programs. *Retention and Disposal Standards:* Records are destroyed five years after completion of the particular training and development undertaken by an employee. *TBS Registration:* 003356 *Bank Number:* DOT PPE 805

Transportation of Dangerous Goods Inspector
Description: This form collects information regarding applicants to allow TDG to issue an inspector's certificate. *Class of Individuals:* Individuals who meet the requirements for certification under Part XIII of the TDG Regulations. *Purpose:* Information is required as per the TDG Act, 1992 and Part XIII of the TDG Regulations for the issuance of an inspector's certificate. *Consistent Uses:* Information on application is required as per the TDG Act, 1992 and Part XIII of TDG Regulations and is used for purpose of issuance of inspectors' certificates. Information on certificate portion used by inspectors as identification at facilities inspected. *Retention and Disposal Standards:* The documents are retained for five years and can be renewed for a subsequent five years. *TBS Registration:* 002689 *Bank Number:* DOT PPE 812

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Security Clearances

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Transportation Safety Board of Canada

Chapter 102

Particular Banks

Employee Profiles
Description: This bank which includes an employee photograph, contains information on employees such as position title, branch, division, location, group and level; and personal information on employees such as education, occupational certification, work experience, first official language and other language skills. This information is compiled by means of employee résumés and will include the employee's own input. This information is then used to compile an employee profile and the data is updated on a semi-annual basis to take into account reclassification, promotions, as well as the inclusion of new employees in the TSB. *Class of Individuals:* Current indeterminate and new employees. *Purpose:* This information is compiled to maintain a bank of personal information on current employees for the use of senior management and personnel officers. *Consistent Uses:* The Board will collect data to be used for succession planning, qualification reviews, linguistic skills, inventory, human resource management reports, and simply to put faces to names since there are 10 regional sites. Additionally, it is used from time to time to identify candidates for in-house temporary assignments. *Retention and Disposal Standards:* Information on current employees is retained by the Board for the period of employment and will then be destroyed during a semi-annual update of this bank. *TBS Registration:* 002982 *Bank Number:* TSB PPE 805

Gerry Saull Trophy
Description: The bank includes information on TSB employees who have been nominated for significant contribution and/or achievement directly related to the advancement of aviation safety. *Class of Individuals:* TSB employees. *Purpose:* To identify employees who have been nominated for awards. *Consistent Uses:* The information in this bank is used to establish precedents for this award. *Retention and Disposal Standards:* Records are kept for six years and then transferred to National Archives. *TBS Registration:* 002983 *Bank Number:* TSB PPE 810

Standard Banks

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Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Incentive Awards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Reliability Checks

Security Clearances

Staffing

Training and Development

Travel and Relocation

Treasury Board of Canada Secretariat

Chapter 103

Central Banks

Adjudication — Section 92 (PSSRA) References
Description: The bank contains information on grievances referred to adjudication for which a PSSRB decision has been received. *Class of Individuals:* All federal employees (Schedule 1, Part 1, of the Public Service Staff Relations Act) who have referred their grievances to adjudication. *Purpose:* The purpose of this bank is to maintain a record of adjudication decisions along with the related grievances. *Consistent Uses:* The information in this bank is used to provide background information for research purposes. *Retention and Disposal Standards:* Records are retained for 10 years after which a 10 percent sample will be transferred to the National Archives of Canada for retention, and the rest destroyed. *PAC Number:* 69-003 (Amendment 11) *Related to PR#:* TBS SRB 440 *TBS Registration:* 001958 *Bank Number:* TBS PCE 708

Adjudication — Section 99 (PSSRA) References
Description: The bank contains information on section 99 references by the employer or bargaining agents and the PSSRB decisions. *Class of Individuals:* This information relates to all federal employees (Schedule 1, Part 1, of the Public Service Staff Relations Act) about whom references have been submitted. *Purpose:* The purpose of this bank is to maintain records of references made by the employer or bargaining agents, pursuant to the Public Service Staff Relations Act, who are seeking to enforce an obligation that is alleged to arise out of the collective agreement or arbitral award. *Consistent Uses:* It is used to provide background information for research purposes. *Retention and Disposal Standards:* Records are retained for 10 years, after which a 10 percent sample will be transferred to National Archives of Canada for retention and the rest destroyed. *PAC Number:* 69-003 (Amendment 11) *Related to PR#:* TBS SRB 440 *TBS Registration:* 001959 *Bank Number:* TBS PCE 709

Certification
Description: This bank contains records of bargaining unit and bargaining agent certification, recertification and decertification, under the Public Service Staff Relations Act. *Class of Individuals:* All employees of the public service (Schedule 1, Part 1, of the Public Service Staff Relations Act) governed by the collective bargaining process. *Purpose:* The purpose of this bank is to maintain an accurate record of each bargaining agent's certification within the bounds of Schedule I, Part 1, of the Public Service Staff Relations Act, as well as a record of position exclusions. The bank includes information on the Public Service Staff Relations Board's decision, the bargaining agent's application, the intervenor's position, the position exclusion lists and the employer's representations. *Consistent Uses:* The information in this bank is used for reference and to provide background for research purposes. *Retention and Disposal Standards:* Records are retained for 25 years after which a 10 percent sample will be transferred to National Archives of Canada for retention and the rest destroyed. *PAC Number:* 69-003 (Amendment 11) *Related to PR#:* TBS SRB 445 *TBS Registration:* 001960 *Bank Number:* TBS PCE 710

Classification Grievances
Description: This bank contains information on all aspects of grievances such as job descriptions, organization charts, classification action forms, grievance decisions and any supporting documentation. *Class of Individuals:* All federal employees for whom Treasury Board is classed

as the employer under the Public Service Staff Relations Act, who have presented a classification grievance. *Purpose:* To maintain records of all classification grievances both delegated to departments and non-delegated. *Consistent Uses:* The information is used to administer and monitor the application of the classification grievance policy, and to provide statistical data to other departments. It is also used in the research of precedents, and to ensure that the final and binding nature of the classification decision is respected. *Retention and Disposal Standards:* Records are retained for 10 years and then destroyed. *PAC Number:* 78-020 *Related to PR#:* TBS PPB 415 *TBS Registration:* 001134 *Bank Number:* TBS PCE 707

Classification Standards Review System
Description: This system contains current and proposed position classification data for specific occupational groups under review. Data is restricted to occupied or encumbered positions within specific groups. Departments under PSSRA Schedule 1, Part 1 provided current classification data, indirectly via the Position Information Collection System (PICS) and proposed classification data directly. Occupied positions are confirmed by verification with the incumbent System. The Social Insurance Number (SIN) will be used until such time as it is phased out and replaced by a unique federal employee. *Class of Individuals:* Individuals occupying positions within the occupational groups under review. *Purpose:* The information bank is used to model and analyze proposed changes to specific classification standards under review and to make recommendations to the Treasury Board. *Consistent Uses:* The information bank is used to access the impact of revisions to the specific standards under review. Once recommendations are developed, the proposed classification changes are shared with Staff Relations Branch. The information bank is not shared with any organization outside the Federal Government. With Treasury Board approval, departments are requested to implement the new standard, based on the proposed classification originating in each department. *Retention and Disposal Standards:* Five years — to be approved by the National Archivist. *TBS Registration:* 003559 *Bank Number:* TBS PCE 733

Complaints by Bargaining Agents
Description: The bank contains representations made by complainants, their bargaining agents or legal representatives, as well as the decisions of the Public Service Staff Relations Board. *Class of Individuals:* All federal employees (Schedule 1, Part 1, of the Public Service Staff Relations Act) who have submitted complaints or on whose behalf complaints have been submitted. *Purpose:* The purpose of this bank is to maintain records of complaints made by bargaining agents on behalf of individuals pursuant to the Public Service Staff Relations Act. *Consistent Uses:* Information in the bank is used to provide background information for research purposes. *Retention and Disposal Standards:* Records are retained for 10 years, after which a 10 percent sample will be transferred to National Archives of Canada and the rest destroyed. *PAC Number:* 69-003 (Amendment 11) *Related to PR#:* TBS SRB 470 *TBS Registration:* 001961 *Bank Number:* TBS PCE 711

Employment Equity Target Group Data Bank
Description: This survey of the federal public service (PSSRA Schedule 1, Part 1 population) permits those individuals who are Métis, Inuit or Indian, disabled persons and/or members of visible minorities, to identify themselves as such. A service-wide census was conducted in April 1985 in order to initiate this central data bank (TBS PCE 706). Various methods for keeping the data bank up to date are being considered, such as voluntary self-identification of newly-hired personnel, mandatory self-identification of personnel who access special programs and services for the above-mentioned groups, and small-scale surveys which would ensure that all public servants are resurveyed every four or five years. This information relates to employees of that portion of the federal public service covered by the Public Service Staff Relations Act, Schedule 1, Part 1. The bank will be used to identify those members of the public service who are Métis, Inuit or Indian, disabled persons, and/or members of visible minorities for analysis purposes. The bank facilitates comparison of their representation in the Public Service to their presence in the population. The bank will also be used to analyze and monitor the situation and progress of the survey target populations, as compared to the rest of the public service, in terms of regional and occupational distribution, training, mobility, etc. These comparisons will be made on a regular basis in order to determine the effectiveness of affirmative action and special programs and to identify areas of possible improvement. Self-identification status and personal identification from the survey are matched, using the provided personal identification, to other files, such as the Incumbent File, other appropriate files of the Personnel Management Information System (PMIS), the Training and Development System (TDIS), the Official Languages System (OLIS), all from the Treasury Board Secretariat, and human resource data files of the Public Service Commission, such as the Quarterly Statistics File and the Appointment Information Management System. The bank contains data extracted from the survey form, such as the social insurance number and status of the particular individual. The bank will be matched by common identifier (the social insurance number) to the above-mentioned files in order to obtain information relating to age, sex, occupational group, subgroup and level, years of service, salary, etc., so that tabulations can be produced in support of analysis as described above. If a respondent has not reported his/her social insurance number, it is entered for statistical purposes only. The bank acquires information from other banks, such as the standard departmental Affirmative Action bank (PSE 918), but no disclosure of personal information is made from this bank that could reasonably be expected to identify the individual to whom it relates. An individual requesting to access his/her registered special groups identification

status should provide the social insurance number in order to guarantee response to the request. Retention period for this information is to be established. ***Class of Individuals:*** All current employees for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act, Schedule 1, Part 1. ***Purpose:*** Personnel management information is collected under the authorities and obligations described in the financial Administration Act (FAA) and the Public Service Staff Relations Act (PSSRA). Pursuant to the general powers described under the FAA and the PSSRA, the Treasury Board maintains personnel information systems on public service employees. This bank is the prime source of data for Treasury Board Secretariat users and is used for planning, implementing, evaluating and monitoring government policies. The bank is used to respond to special requests for information and to conduct research, special studies and surveys as it related to employee-realted personnel information and Access to Information and Privacy requests. ***Retention and Disposal Standards:*** Fiscal year master files are retained for 25 years. The retention and disposal periods are to be approved by the National Archives of Canada. ***TBS Registration:*** 003560 ***Bank Number:*** TBS PCE 706

Enlargement of Time to Present a Grievance
Description: The bank contains information and Public Service Staff Relations Board decisions on employee requests for enlargement of time to present grievances. ***Class of Individuals:*** Federal employees (Schedule 1, Part 1, Public Service Staff Relations Act) who are requesting an enlargement of time to present their grievances. ***Purpose:*** The purpose of this bank is to maintain records of employees who have requested an enlargement of time to present their grievances. ***Consistent Uses:*** The information in this bank is used for reference and to provide background information for research purposes. ***Retention and Disposal Standards:*** Records are retained for five years after which a 10 percent sample will be transferred to National Archives of Canada for retention and the rest will be destroyed. ***PAC Number:*** 69-003 (Amendment 11) ***Related to PR#:*** TBS SRB 440, 470 ***TBS Registration:*** 001744 ***Bank Number:*** TBS PCE 721

Entitlements and Deductions System
Description: This bank contains individual federal employee data relating to pay and benefits. The employee record contains information concerning personal characteristics, including sex, social insurance number, date of birth, salary, name and classification. Also included are the reference numbers for various insurance and medical plans and the entitlements and deductions of each individual. The social insurance number will be used until such time as it is phased out and replaced by a unique federal employee identifier. ***Class of Individuals:*** All current employees for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act, Schedule 1, Part 1. Also included are some of the employees employed by the separate employers identified under schedule 1, Part 2 of the Public Service Staff Relations Act. ***Purpose:*** Personnel management information is collected under the authorities and obligations described in the Financial Administration Act (FAA) and the Public Service Staff Relations Act (PSSRA). Pursuant to the general powers described under the FAA and the PSSRA, the Treasury Board maintains personnel information systems on public service employees. This bank is the prime source of pay and benefits data for Treasury Board Secretariat users and is used for planning, implementing, evaluating and monitoring government policies. The information is used to support human resources planning and management, which include collective bargaining, compensation analysis, official languages, employment equity, and personnel policy planning, implementation, evaluation and monitoring. The bank is also used to support the development and administration of various insurance and medical plans, to respond to special requests for information and to conduct research, special studies and surveys as it relates to employee-related personnel information and Access to Information and Privacy requests. ***Consistent Uses:*** Information may be provided to the Employment Equity Target Group Data Bank, the Public Service Commission, public service bargaining agents, Statistics Canada, insurers of public service group insurance plans, the Public Service Staff Relations Board and other federal departments or agencies. This system may be used as a source of information or for linking with the following systems: Incumbent System, Leave Reporting System, Extra Duty Reporting System, Official Languages Information System, Mobility File, Leave Without Pay System, Training and Development Information System, Position Information Collection System, Public Service Pay System, Executive and Management Compensation System and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. ***Retention and Disposal Standards:*** Master files are retained for 25 years. The retention and disposal periods are to be approved by the National Archives of Canada. ***Related to PR#:*** TBS SRB 510 ***TBS Registration:*** 002321 ***Bank Number:*** TBS PCE 716

Exclusion System
Description: This bank contains individual federal employee data relating to exclusions. The employee record contains information concerning personal characteristics, including sex, name, appointment dates and employee classification. Also included is information concerning reasons for exclusions. The social insurance number will be used until such time as it is phased out and replaced by a unique federal employee identifier. ***Class of Individuals:*** All former and currently excluded employees for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act. ***Purpose:*** Personnel management information is collected under the authorities and obligations described in the Financial Administration Act (FAA) and the Public Service Staff Relations Act (PSSRA). Pursuant to the general

powers described under the FAA and the PSSRA, the Treasury Board maintains personnel information systems on public service employees. This bank is the prime source of exclusions data for Treasury Board Secretariat users and is used for monitoring the exclusions process as well as to support human resources planning and management, which include collective bargaining, designations, compensation analysis, and personnel policy planning, implementation, evaluation and monitoring. It is also used to respond to special requests for information and to conduct research, special studies and surveys as it relates to employee-related personnel information and Access to Information and Privacy requests. ***Consistent Uses:*** Information may be provided to public service bargaining agents, the Employment Equity Target Group Data Bank, the Public Service Staff Relations Board and other federal departments or agencies. This system may be used as a source of information or for linking with the following systems: Incumbent System, Entitlements and Deductions System, Leave Reporting System, Extra Duty Reporting System, Official Languages Information System, Mobility File, Leave Without Pay System, Training and Development Information System, Public Service Pay System (WPGS), Executive and Management Compensation System and the Position Information Collection System. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. ***Retention and Disposal Standards:*** Records are retained for 25 years. The retention and disposal periods are to be approved by the National Archives of Canada. ***Related to PR#:*** TBS SRB 510 ***TBS Registration:*** 002320 ***Bank Number:*** TBS PCE 714

Executive and Management Compensation System
Description: This system contains current employee data for all members of the Executive Group employed in departments under PSSRA Schedule 1, Part 1. The data is updated monthly by the incumbent System and quarterly by the Management Resource Information System. ***Class of Individuals:*** Individual members of the Executive Group currently employed within departments subject to PSSRA Schedule 1, Part 1. ***Purpose:*** The information bank is used to develop Executive Group compensation plans and human resource policy initiatives and to monitor departmental compliance with policies. ***Consistent Uses:*** The information bank is used to develop Executive Group compensation plans and human resource policy initiatives and to monitor departmental compliance with policies. The bank is also used to model and analyze proposed changes to the compensation plans. Proposals are developed in consultation with the Privy Council Office. Aggregated data are presented to the Committee on Executive Compensation (Burns Committee) for consideration and recommendation. ***Retention and Disposal Standards:*** Five years after which the data is sent to National Archives for retention. National Archives has identified this data to be of historical value. ***TBS Registration:*** 002853 ***Bank Number:*** TBS PCE 730

Executive Group Classification Information System
Description: This bank contains classification information on individual Executive Group position in the Public Service. The purpose of this system is to provide information for monitoring, analysis and other purposes related to the organization of departments and the Executive Group classification process. It is also used for research and statistical purposes. ***Class of Individuals:*** All current federal employees for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act, Schedule 1, Part 1. ***Purpose:*** The purpose of this system is to provide information for monitoring, analysis and other puposes related to the organization of departments and the Executive Group classification process. It is also used for research and statistical purposes. ***Retention and Disposal Standards:*** Data is kept for five years after which it is sent to Public Archives for retention. Public archives has identified this data to be of historical value. ***Related to PR#:*** TBS HRP400 ***TBS Registration:*** 003583 ***Bank Number:*** TBS PCE 736

Extra Duty Reporting System
Description: This bank contains individual federal employee data relating to overtime and extra duty usage. The employee record contains information concerning personal characteristics, including sex, social insurance number, date of birth, name, salary, classification, hours and frequency and type of overtime. The social insurance number will be used until such time as it is phased out and replaced by a unique federal employee identifier. ***Class of Individuals:*** All current employees for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act, Schedule 1, Part 1. ***Purpose:*** Personnel management information is collected under the authorities and obligations described in the Financial Administration Act (FAA) and the Public Service Staff Relations Act (PSSRA). Pursuant to the general powers described under the FAA and the PSSRA, the Treasury Board maintains personnel information systems on public service employees. This bank is the prime source of overtime and extra duty usage data for Treasury Board Secretariat users and is used for planning, implementing, evaluating and monitoring government policies. The information is used to support human resources planning and management, which include collective bargaining, compensation analysis, employment equity programs, and personnel policy planning, implementation, evaluation and monitoring. The bank is also used to respond to special requests for information and to conduct research, special studies and surveys as it relates to employee-related personnel information and Access to Information and Privacy requests. ***Consistent Uses:*** Information is provided to the Employment Equity Target Group Data Bank, Statistics Canada and other federal departments or agencies. This system may be used as a source of information or for linking with the following systems: Incumbent System, Entitlements and Deductions System, Leave Reporting System, Public Service Pay System, Executive and Management Compensation System and the EDP Statistical Systems

bank (PSC PCE 761) held by the Public Service Commission. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. *Retention and Disposal Standards:* Fiscal year master files are retained for 25 years. The retention and disposal periods are to be approved by the National Archives of Canada. *Related to PR#:* TBS SRB 510 *TBS Registration:* 002322 *Bank Number:* TBS PCE 717

Grievances

Description: The bank contains information on grievances referred to adjudication which were withdrawn by the grievers. *Class of Individuals:* All federal employees (Schedule 1, Part 1, Public Service Staff Relations Act) who have referred their grievances to adjudication. *Purpose:* The purpose of this bank is to maintain records of grievances that were submitted for adjudication but were withdrawn, settled or otherwise resolved, thereby rendering an adjudication decision unnecessary. *Consistent Uses:* The information in the bank is also used to provide background information for research purposes. *Retention and Disposal Standards:* Records are retained for five years after which a 10 percent sample will be transferred to the National Archives of Canada for retention and the rest destroyed. *PAC Number:* 69-003 (Amendment 11) *Related to PR#:* TBS SRB 470 *TBS Registration:* 001962 *Bank Number:* TBS PCE 712

Human Resources Information System

Description: This system contains current employee data for all members of the Executive Group employed in departments under PSSRA Schedule 1, Part 1. The data is updated monthly by the Incumbent System and quarterly by the Management Resource Information System. *Class of Individuals:* Individual members of the Executive Group currently employed within departments subject to PSSRA Schedule 1, Part 1. *Purpose:* The information bank is used to develop the Executive Group compensation plans and human resource policy initiatives and to monitor departmental compliance with policies. *Consistent Uses:* The information bank is used to develop Executive Group compensation plans and human resources policy initiatives and to monitor departmental compliance with policies. The information bank is used to model and analyze proposed changes to the compensation plans. Proposals are developed in consultation with the Privy Council Office. Aggregated data are presented to the Committee on Executive Compensation (Burns Committee) for consideration and recommendation. *Retention and Disposal Standards:* Five years, after which time the data is sent to national Archives for retention. Recent discussions with the Public Archives has indicated this data to be of historical value. *TBS Registration:* 002854 *Bank Number:* TBS PCE 731

Incentive Awards

Description: The bank includes information on public servants who have been nominated for awards under the federal government's Incentive Awards Plan. Such information may include curriculum vitae, narratives in support of meritorious contributions related to their duties or practical suggestions for improvement of Public Service operations. *Class of Individuals:* All employees of the public service who have been nominated for awards under the Incentive Awards Plan. *Purpose:* The purpose of this bank is to identify individuals who have been nominated for awards under the federal government's Incentive Awards Plan. *Consistent Uses:* The information in this bank is used to establish precedents for awards and to provide an audit trail for the disbursements of funds. *Retention and Disposal Standards:* Operational files are kept for a minimum of two years then destroyed; financial files for six years then destroyed, and precedent setting files for 25 years then destroyed (subject to National Archives of Canada approval). *PAC Number:* 76-016 (Amendment 1) *Related to PR#:* TBS APB 110 *TBS Registration:* 001133 *Bank Number:* TBS PCE 702

Incumbent System

Description: This bank contains individual federal employee data relating to personnel matters. The employee record contains information concerning personal characteristics, including age, sex, social insurance number, date of birth, name, salary, appointment dates, classification, superannuation number and years of continuous/pensionable service. Also included is information concerning collective bargaining, exclusions, bargaining agents and languages. The social insurance number (SIN) will be used until such time as it is phased out and replaced by a unique federal employee identifier. *Class of Individuals:* All current employees for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act, Schedule 1, Part 1. Also included are some of the employees employed by the separate employers identified under Schedule 1 Part 2 of the Public Service Staff Relations Act. *Purpose:* Personnel management information is collected under the authorities and obligations described in the Financial Administration Act (FAA) and the Public Service Staff Relations Act (PSSRA). Pursuant to the general powers described under the FAA and the PSSRA, the Treasury Board maintains personnel information systems on public service employees. This bank is the prime source of incumbent data for Treasury Board Secretariat users and is used for planning, implementing, evaluating and monitoring government policies. The information it contains is used to support human resources planning and management, which include collective bargaining, exclusions, designations, compensation analysis, official languages, employment equity programs, and personnel policy planning, implementation, evaluation and monitoring. The bank is also used to support the development and administration of various insurance and medical plans, to respond to special requests for information and to conduct research, special studies and surveys as it relates to employee-related personnel information and Access to Information and Privacy requests. *Consistent Uses:* Information is provided to the Employment Equity Target Group Data Bank, the Public

Service Commission, public service bargaining agents, Statistics Canada, insurers of public service group insurance plans, the Public Service Staff Relations Board and other federal departments or agencies. This system is used as a source of information or for linking with the following systems: Entitlements and Deductions System, Leave Reporting System, Extra Duty Reporting System, Official Languages Information System, Mobility File, Leave Without Pay System, Training and Development Information System, Position Information Collection System, Public Service Pay System, Executive and Management Compensation System and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. ***Retention and Disposal Standards:*** Master files are retained for 25 years. The retention and disposal periods are to be approved by the National Archives of Canada. ***Related to PR#:*** TBS SRB 510 ***TBS Registration:*** 002316 ***Bank Number:*** TBS PCE 723

Language Training Module (LTM)
Description: The LTM is a central bank containing information on language training provided to public servants at government expense. Primarily, the bank includes information such as proficiency levels trained to, hours used for language training and type of training received. The social insurance number will be used until such time as it is phased out and replaced by a unique federal employee identifier. Source of the data: Departments and Agencies are responsible to update the LTM using the LTIF A-8 form. There is an interface between the Language Training System (LTS) of the Public Service Commission (PSC) and the LTM for training related to statutory needs and Government-Wide Corporate needs. The training related to other needs is reported to the LTM by departments and agencies. An interface also exists between the Official Languages Information System (OLIS) — TBS PCE 703 — and the LTM of the Treasury Board Secretariat. ***Class of Individuals:*** The information relates to public servants, current and previous, of departments and agencies listed in Schedule 1, Part 1 of the Public Service Staff Relations Act and, as of April 1990, to employees from organizations listed in Schedule 1, Part 2 of the Public Service Staff Relations Act. ***Purpose:*** The purpose of this bank is to provide accurate, timely and reliable information to support the Government, Central Agencies, Departments and Agencies in the implementation and control of that segment of the Official Languages Program that pertains to language training provided to public servants. ***Consistent Uses:*** The information is used by the departments involved as well as by the central agencies for reference, research and statistical purposes to monitor that segment of the Official Languages Program that pertains to language training provided to public servants. All linkages done using LTS and OLIS are in compliance with provisions of the Privacy Act. ***Retention and Disposal Standards:*** Quarterly Extract Files are retained for 25 years. ***TBS Registration:*** 002852 ***Bank Number:*** TBS PCE 704

Leave Reporting System
Description: This bank contains individual federal employee data relating to leave. The employee record contains information concerning personal characteristics, including sex, social insurance number, name, salary, age, classification, hours, frequency and duration of the various leaves taken by individuals. The social insurance number will be used until such time as it is phased out and replaced by a unique federal employee identifier. ***Class of Individuals:*** All current employees for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act. ***Purpose:*** Personnel management information is collected under the authorities and obligations described in the Financial Administration Act (FAA) and the Public Service Staff Relations Act (PSSRA). Pursuant to the general powers described under the FAA and the PSSRA, the Treasury Board maintains personnel information systems on public service employees. This bank is the prime source of leave data for Treasury Board Secretariat users and is used for planning, implementing, evaluating and monitoring government policies. The information is used to support human resources planning and management, which include collective bargaining, compensation analysis, employment equity programs, and personnel policy planning, implementation, evaluation and monitoring. The bank is also used to respond to special requests for information and to conduct research, special studies and surveys as it relates to employee-related personnel information and Access to Information and Privacy requests. ***Consistent Uses:*** Information may be provided to the Employment Equity Target Group Data Bank, the Public Service Commission, Statistics Canada and other federal departments or agencies. This system may be used as a source of information or for linking with the following systems: Incumbent System, Entitlements and Deductions System, Extra Duty Reporting System, Official Languages Information System, Mobility File, Leave Without Pay System, Position Information Collection System, Public Service Pay System, Executive and Management Compensation System and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. ***Retention and Disposal Standards:*** Master files are retained for 25 years. The retention and disposal periods are to be approved by the National Archives of Canada. ***Related to PR#:*** TBS SRB 510 ***TBS Registration:*** 002323 ***Bank Number:*** TBS PCE 718

Leave Without Pay System
Description: This bank contains individual federal employee data relating to leave without pay. The employee record contains information concerning personal characteristics, including age, sex, social insurance number, date of birth, name, salary,

appointment dates and classification. Information is also included concerning the reason for leave without pay and the effective and return dates. The social insurance number will be used until such time as it is phased out and replaced by a unique federal employee identifier. *Class of Individuals:* All employees for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act, Schedule 1, Part 1. Also included are some of the employees employed by the separate employers identified under schedule 1, Part 2 of the Public Service Staff Relations Act. *Purpose:* Personnel management information is collected under the authorities and obligations described in the Financial Administration Act (FAA) and the Public Service Staff Relations Act (PSSRA). Pursuant to the general powers described under the FAA and the PSSRA, the Treasury Board maintains personnel information systems on public service employees. This bank is the prime source of leave- without-pay data for Treasury Board Secretariat users and is used for planning, implementing, evaluating and monitoring government policies. The information is used to support human resources planning and management, which include collective bargaining, compensation analysis, employment equity programs, and personnel policy planning, implementation, evaluation and monitoring. The bank is also used to respond to special requests for information and to conduct research, special studies and surveys as it relates to employee-related personnel information and Access to Information and Privacy requests. *Consistent Uses:* Information is provided to the Employment Equity Target Group Data Bank, the Public Service Commission, public service bargaining agents, Statistics Canada, and other federal departments and agencies. This system may be used as a source of information or for linking with the following systems: Incumbent System, Entitlements and Deductions System, Extra Duty Reporting System, Leave Reporting System, Official Languages Information System, Mobility File, Training and Development Information System, Position Information Collection System, Public Service Pay System, Executive and Management Compensation System and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. *Retention and Disposal Standards:* Fiscal year master files are retained for 25 years. The retention and disposal periods are to be approved by the National Archives of Canada. *Related to PR#:* TBS SRB 510 *TBS Registration:* 002325 *Bank Number:* TBS PCE 720

Management Category Voluntary Early Retirement Incentive Program

Description: This bank contains information on the nature, purpose and eligibility requirements of the program, and departmental take-up reports showing the positions vacated and the amounts of incentive allowance paid to participants in the program. *Class of Individuals:* Members of the Management Category classified at levels SM to EX 5 who retired from the public service under the provisions of the 1985 Voluntary Retirement Incentive Program. *Purpose:* The purpose of the bank is to maintain information on the names and composition of the take-up group and the costs associated with the incentive program. *Consistent Uses:* Information is also used to administer the prohibition on both re-hiring through appointment and contracting for the services of former public servants who received a lump sum retirement incentive allowance, and to track the human resource impacts of the program. *Retention and Disposal Standards:* Records on individual cases are kept for 10 years, after which they are destroyed. *PAC Number:* 69-003 (Amendment 14) *Related to PR#:* TBS PPB 380 *TBS Registration:* 001963 *Bank Number:* TBS PCE 722

Mobility File

Description: This bank contains individual federal employee data relating to the mobility of public servants. The employee record contains information concerning personal characteristics, including age, sex, social insurance number, date of birth, name, appointment dates and classification. Also included is information concerning the reason for mobility and the effective dates. The social insurance number (SIN) will be used until such time as it is phased out and replaced by a unique federal employee identifier. *Class of Individuals:* All employees for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act, Schedule 1, Part 1. Also included are some of the employees employed by the separate employers identified under schedule 1, Part 2 of the Public Service Staff Relations Act. *Purpose:* Personnel management information is collected under the authorities and obligations described in the Financial Administration Act (FAA) and the Public Service Staff Relations Act (PSSRA). Pursuant to the general powers described under the FAA and the PSSRA, the Treasury Board maintains personnel information systems on public service employees. This bank is the prime source of mobility data for Treasury Board Secretariat users and is used for planning, implementing, evaluating and monitoring government policies. The information it contains is used to support human resources planning and management, which include collective bargaining, compensation analysis, employment equity programs, and personnel policy planning, implementation, evaluation and monitoring. The bank is also used to respond to special requests for information and to conduct research, special studies and surveys as it relates to employee-related personnel information and Access to Information and Privacy requests. *Consistent Uses:* Information is provided to the Employment Equity Target Group Data Bank, the Public Service Commission, Statistics Canada and other federal departments or agencies. This system may be used as a source of information or for linking with the following systems: Incumbent System, Entitlements and Deductions System, Extra Duty Reporting System, Leave Reporting System, Official Languages Information System, Training and Development Information System, Position Information

Collection System, Public Service Pay System, Executive and Management Compensation and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. *Retention and Disposal Standards:* Fiscal year master files are retained for 25 years. The retention and disposal periods are to be approved by the National Archives of Canada. *Related to PR#:* TBS SRB 510 *TBS Registration:* 002317 *Bank Number:* TBS PCE 724

National Joint Council Grievances
Description: This bank contains information on grievances referred to the final level of the National Joint Council redress procedure. Files usually contain grievance forms specifying the name, address, telephone number, job classification, department and work location of the griever, as well as earlier level replies and background information pertinent to each case. This background information will vary according to the subject of the grievance but may include information concerning travel and relocation itineraries and expense claims, job search activities and results, and, very infrequently, health information on the griever. *Class of Individuals:* Federal employees named in Parts I and II of Schedule I of the Public Service Staff Relations Act (when both employer and bargaining agent are NJC participants) who have referred their grievances to the final level, the NJC Administrative Committee. *Purpose:* Information in this bank is obtained primarily from the General Secretary of the NJC and is compiled to resolve, in accordance with the NJC by-laws (section 7 — Resolution of Grievances), alleged misinterpretations or misapplications of policies, directives or regulations which have been the subject of NJC consultations and have been adopted by the NJC. This information is used by officers of the Treasury Board Secretariat to develop the employer's position in response to employees' grievances referred to the NJC. *Consistent Uses:* Information is used for internal research to make comparisons between previous and present cases in an effort to identify precedents. *Retention and Disposal Standards:* Records are retained for 10 years. The retention and disposal standards are to be approved by the National Archives of Canada. *Related to PR#:* TBS PPB 450 *TBS Registration:* 002569 *Bank Number:* TBS PCE 735

Official Languages Information System (OLIS)
Description: The OLIS is a central bank containing information on all established positions and incumbents. The bank includes position and employee-related information such as language requirements of positions, levels of language knowledge, linguistic profiles, position classifications, employee classifications, first official language, linguistic status of incumbents and their effective dates. The social insurance number will be used until such time as it is phased out and replaced by a unique federal employee identifier. Source of the data: Position-related data are provided by departments and agencies using OLIF-A5 form whereas employee-related data are collected from the Incumbent System (TBS PCE 723) and the Second Language Evaluation System of the Public Service Commission. OLIS also transfers some of its data to the Language Training Module (TBS PCE 704). *Class of Individuals:* All public service employees (Schedule 1 Part 1 of the Public Service Staff Relations Act) appointed for indeterminate periods or terms of more than three months in departments and federal agencies as well as for some other government organizations under a special agreement. *Purpose:* Pursuant to the Official Languages policies, this bank has been compiled to provide timely and accurate information to support the Government, Central Agencies, Departments and Agencies for the implementation, control and evaluation of the Official Languages Program in the public service. *Consistent Uses:* The information is used by the departments involved as well as by central agencies for reference, research and statistical purposes to monitor the Official Languages Program. This system is used as a source of information or for linking with the following systems: Entitlements and deductions System (TBS PCE 716), Incumbent system (TBS PCE 723), Position Information Collection System (TBS PCE 725) and the Second Language Evaluation System of the Public Service Commission. All linkages are in compliance with the provisions of the Privacy Act. *Retention and Disposal Standards:* Quarterly Extract Files are retained for 25 years and Monthly Transaction Files for 5 years. *TBS Registration:* 002851 *Bank Number:* TBS PCE 703

Official Languages Training Assignment Program
Description: Contains applications and supporting information of employees involved in the administration and/or management of the Official Languages Program in organizations — Departments, Crown corporations and their subsidiaries — who are subject to the provisions of the Official Languages Act, for their participation in a training assignment program. *Class of Individuals:* Employees who work in the administration and/or management of the Official Languages Program in organizations subject to the provisions of the Official Languages Act. *Purpose:* To register employees who work throughout departments and organizations in the administration and/or management of the Official Languages Program for consideration in training assignments in other organizations. *Consistent Uses:* Organizations forward applications and supporting documentation of employees interested in training assignments to the Official Languages Branch. The Official Languages Branch uses the information to identify applicants suitable for referral to organizations which have corresponding training assignments available. *Retention and Disposal Standards:* Two years after completion of this type of training undertaken by an employee, records are destroyed. *Related to PR#:* TBS OLB 260 *TBS Registration:* 001586 *Bank Number:* TBS PCE 713

Personnel Management Information System
Description: The Personnel Management Information System contains individual federal employee personnel

management data concerning personnel records, attendance and leave, overtime, pay and benefits, exclusions, training and development, official languages and performance appraisals. ***Class of Individuals:*** All federal employees for whom the Treasury Board is classed as the employer under the Public Service Staff Relations Act. ***Purpose:*** The bank was compiled to provide employers with personnel management statistical data in support of Treasury Board's role in collective bargaining with the public service unions; and to provide a record of employment for individual employees including a verification of employees by location within government institutions, for the use of both departments and central agencies. ***Consistent Uses:*** Statistical data is disclosed to the Employment Equity Target Group Data Bank in order to implement and evaluate government policies relating to employment equity. ***Retention and Disposal Standards:*** Records are retained for 10 years and then destroyed. ***Related to PR#:*** TBS ADM 921, 925 ***TBS Registration:*** 001957 ***Bank Number:*** TBS PCE 705

Point of Contact (Assignment Service)
Description: This bank contains personal information such as name, address, telephone number, classification, department, language, employment history, employment status, curriculum vitae, skills assessment and referral results. ***Class of Individuals:*** Federal government employees (including separate employers and crown corporations) in finance, internal audit, program evaluation and human resources who have requested an interdepartmental assignment. ***Purpose:*** The bank maintains an inventory of candidates for the purpose of referring interested employees to departments who are looking to fill available assignments. ***Consistent Uses:*** The bank is used to identify employees for referral to available developmental assignment opportunities. It is also used for statistical purposes and human resources planning. ***Retention and Disposal Standards:*** Records are retained for a period of two years after a candidate has withdrawn from the program and one year after completion of an assignment after which time they are destroyed. ***TBS Registration:*** 002870 ***Bank Number:*** TBS PCE 740

Position Information Collection System
Description: This bank contains individual federal employee data relating to position classification matters. The position record contains the social insurance number. Also included is information concerning position classification data. The social insurance number (SIN) will be used until such time as it is phased out and replaced by a unique federal employee identifier. ***Class of Individuals:*** All current employees for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act, Schedule 1, Part 1. ***Purpose:*** Personnel management information is collected under the authorities and obligations described in the Financial Administration Act (FAA) and the Public Service Staff Relations Act (PSSRA). Pursuant to the general powers described under the FAA and the PSSRA, the Treasury Board maintains personnel information systems on public service employees. This bank is a prime source of position data for Treasury Board Secretariat users and is used for planning, implementing, evaluating and monitoring government policies. The information it contains is used to support human resources planning and management, which include collective bargaining, compensation analysis, official languages, and personnel policy planning, implementation, evaluation and monitoring. The bank is also used to support the development and administration of the classification system within the public service, to respond to special requests for information and to conduct research, special studies and surveys as it relates to employee-related personnel information and Access to Information and Privacy requests. The results of monitoring activities may be forwarded to departments for review and action, if required. ***Consistent Uses:*** Information may be provided to the Employment Equity Target Group Data Bank, the Public Service Commission, public service bargaining agents, Statistics Canada and other federal departments or agencies. This system may be used as a source of information or for linking with the following systems: Incumbent System, Entitlements and Deductions System, Extra Duty Reporting System, Leave Reporting System, Official Languages Information System, Mobility File, Training and Development Information System, Public Service Pay System, Executive and Management Compensation System, the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission and departmental personnel information systems. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. ***Retention and Disposal Standards:*** Quarterly master and change files are retained for five years. Fiscal year master files are retained for 25 years. The retention and disposal periods are to be approved by the National Archives of Canada. ***Related to PR#:*** TBS SRB 510 ***TBS Registration:*** 002318 ***Bank Number:*** TBS PCE 725

Public Service Pension Cases
Description: This bank contains information used to make decisions in individual pension cases where no clear precedent exists, or where the Treasury Board was empowered to hear appeals in the past. The information relates to specific situations and contains minimal employment/personal data relating to specific aspect of the individual's pension situation. ***Class of Individuals:*** Individuals who are subject to the following pension statutes: Public Service Superannuation Act, RCMP Superannuation Act, RCMP Pension Continuation Act, Canadian Forces Superannuation Act, Defence Services Pension Continuation Act. ***Purpose:*** To maintain a record of the circumstances leading to decisions in individual pension cases which are referred to by the pensions division, in order to maintain consistency of policy application. The personal information is collected in fulfillment of Treasury Board's obligation to administer pension statutes. ***Consistent Uses:*** The information contained in the bank may be used by the Pensions

Division for statistical research purposes, for implementing and evaluating government pension policies. This bank may be used as a source of information or for linking with the following systems: incumbent System, the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission, the Superannuation Annuitant System Database (DSS PCE 701), and the Superannuation Hard Cover Files (DSS PCE 702) held by Supply and Services, the Pension File (DND PPE 859) held by National Defence, the RCMP Member Service Records (CMP PPE 802) held by the Royal Canadian Mounted Police. All linkages for the purpose of developing, administering human resources and Pension plans are in compliance with the provisions of the Privacy Act. *Retention and Disposal Standards:* Records are retained for 25 years and are then destroyed — approved by Public Archives. *PAC Number:* 69-003 *Related to PR#:* TBS PPB 380 *TBS Registration:* 002568 *Bank Number:* TBS PCE 729

Relocation Policy Exceptions — Individual Cases
Description: This bank contains ministerial and departmental correspondence; background documentation, information relating to Treasury Board submissions, memoranda to the President, decision letters and analysts' notes on individual cases concerning requests for exceptions from the relocation policy. *Class of Individuals:* Any individuals whose relocation costs are partially or completely paid by the government. *Purpose:* Information is compiled to maintain a record of individual cases where decisions were provided relating to specific relocations. *Consistent Uses:* Information is used for research in policy development, and in considering other requests for relocation policy exceptions. *Retention and Disposal Standards:* Information is retained for 25 years (to be approved by the National Archives of Canada). *Related to PR#:* TBS PPB 360 *TBS Registration:* 002571 *Bank Number:* TBS PCE 727

Senior Personnel Information System
Description: This bank contains personnel management data on senior managers within the public service. *Class of Individuals:* This information relates to all federal employees in the management category and/or equivalent for whom the Treasury Board is classed as the employer under the Public Service Staff Relations Act *Purpose:* The purpose of this system is to supply information and to provide the means of carrying out staffing, monitoring and analysis of programs in the areas of classificiation, appointments, compensation and performance appraisal of senior personnel in the public service, as well as to establish and control complement levels for each department. *Consistent Uses:* It is used to provide senior personnel information for the monitoring and analysis of classification, appointments, conpensation and performance approaisal. It is also used for statistical purposes. *Retention and Disposal Standards:* National Archives is presently reviewing the archival value of this system. Upon completion of this exercise, retention and disposal standards will be set up accordingly. *Note:* Information collected in this bank will be transferred to the Executive Group Classification Information System. Bank Number: TBS PCE 736. *TBS Registration:* 003612 *Bank Number:* TBS PCE 715

Special Pension Plans
Description: This bank contains minimal information relating to appointment to positions, salary, length of service under the plan, and vital statistics on plan members and their survivors'. *Class of Individuals:* Individuals who are subject to Governor General's Act, the Lieutenant Governors Superannuation Act, the pension plans set up by the International Fisheries Commission Society, employees engaged by the Government outside Canada, certain senior public servants and certain Members of Parliament. *Purpose:* To calculate and authorize payment of pension benefits for both plan members and their survivors. The information is collected in fulfilment of Treasury Board's obligation to administer the pension statutes named in Class of Individuals above. *Consistent Uses:* The information contained in the bank may be used by the Pension Division for statistical reports and information sheets for related systems, and for developing and evaluating government pension policies. This bank may be used as a source of information or for linking with the following systems: Incumbent System, the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission, the Superannuation Annuitant System Database (DSS PCE 701), and the Superannuation Hard Cover Files (DSS PCE 702) held by Supply and Services, the Pension File (DND PPE 859) held by National Defence, the RCMP Member Service Records (CMP PPE 802) held by the Royal Canadian Mounted Police. All linkages for the purpose of developing, administering human resources and pension plans are in compliance with the provisions of the Privacy Act. *Retention and Disposal Standards:* Records are retained for 25 years and then destroyed with the exception of records pertaining to Governors General, Lieutenant Governors General and Members of Parliament which are transferred to the Historical Branch after 25 years. Approved by Public Archives. *TBS Registration:* 003561 *Bank Number:* TBS PCE 734

Submissions to Treasury Board
Description: This bank contains personal information used for administrative purposes that is included in those submissions made by departments and agencies to the Treasury Board for the purpose of obtaining administrative, personnel or other authorities that the Treasury Board is empowered to grant. This information relates to employees of the public service and, in pension cases, their dependants and survivors. The purpose of this bank is to record and maintain submissions made to the Treasury Board by departments and agencies concerning current or previous employees of a government institution. The information is used to present situations which by statute or specific direction require resolution by the Treasury Board. *Class of Individuals:* This information related to employees of the public service

and, in pension cases, their dependants and survivors. *Purpose:* The purpose of this bank is to record and maintain submissions made to the Treasury Board by departments and agencies concerning current or previous employees of a government insititution. The information is used to present situations which by statute or specific direction require resolution by the Treasury Board. *Retention and Disposal Standards:* The retention period for this bank is yet to be established. *Note:* The information collected in this bank will be transferred to the Executive Group Classification Information System. Bank Number *TBS Registration:* 003562 *Bank Number:* TBS PCE 701

Training and Development Information System
Description: This bank contains individual federal employee data relating to training and development. The employee record contains information concerning personal characteristics, including sex, social insurance number, date of birth, name and classification. Information is also included concerning the type, duration and location of training, as well as the various costs of the training. The social insurance number will be used until such time as it is phased out and replaced by a unique federal employee identifier. *Class of Individuals:* All current employees that have taken training or development courses/seminars and for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act, Schedule 1, Part 1. *Purpose:* Personnel management information is collected under the authorities and obligations described in the Financial Administration Act (FAA) and the Public Service Staff Relations Act (PSSRA). Pursuant to the general powers described under the FAA and the PSSRA, the Treasury Board maintains personnel information systems on public service employees. This bank is the prime source of training and development data for Treasury Board Secretariat users and is used for planning, implementing, evaluating and monitoring government policies. The information is used to support human resources planning and management, which include collective bargaining, compensation analysis, employment equity programs, and personnel policy planning, implementation, evaluation and monitoring. The bank is also used to respond to special requests for information and to conduct research, special studies and surveys as it relates to employee-related personnel information and Access to Information and Privacy requests. *Consistent Uses:* Information may be provided to the Employment Equity Target Group Data Bank, the Public Service Commission, public service bargaining agents, Statistics Canada and other federal departments or agencies. This system may be used as a source of information or for linking with the following systems: Incumbent System, Entitlements and Deductions System, Leave Reporting System, Extra Duty Reporting System, Official Languages Information System, Mobility File, Leave Without Pay System, Position Information Collection System, Public Service Pay System, Executive and Management Compensation System and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. *Retention and Disposal Standards:* Fiscal year master files are retained for 25 years. The retention and disposal periods are to be approved by the National Archives of Canada. *Related to PR#:* TBS SRB 510 *TBS Registration:* 002324 *Bank Number:* TBS PCE 719

Travel Policy — Individual Cases
Description: This bank contains ministerial and departmental correspondence; background documentation relating to Treasury Board submissions; memoranda to the President; decision letters and analysts' notes on individual cases pertaining to requests for travel policy exceptions. *Class of Individuals:* Any individuals seeking compensation that differs from the stated terms of the travel policy. *Purpose:* Information is compiled to maintain a record of individual cases where decisions were made relating to specific policy exceptions. *Consistent Uses:* Information is used for research regarding policy development, and in considering other requests for travel policy exceptions. *Retention and Disposal Standards:* Information is retained for 25 years (to be approved by the National Archives of Canada). *Related to PR#:* TBS PPB 360 *TBS Registration:* 002570 *Bank Number:* TBS PCE 726

Workforce Adjustment Monitoring (WFAM) System
Description: This system contains Workforce Adjustment cash-out information pertaining to all Federal Government employees, as specified under Class of Individuals below. This bank uses information which has been extracted from data submitted for three other systems, i.e. the Public Service Pay System (PSC), the Priority Administration System (PSC) and the Incumbent System (TBS). *Class of Individuals:* All employees, excluding Senior Management; for whom Treasury Board is the employer under PSSRA, Schedule 1, Part 1; who have been affected by the WFA policy (PMM Volume 4, Chapter 20, Section 10) and who resign prior to the end of their SURPLUS period between July 18, 1987 and March 31, 1991; who, in accordance with the WFA policy, receive lump-sum payments in lieu of their unfulfilled surplus period. *Purpose:* As of July 18, 1987, Treasury Board of Canada authorized deputy heads to approve up to six months' pay in lieu of unfulfilled surplus period, for employees who resign prior to the end of their surplus period between July 18, 1987 and the "sunset" date of March 31, 1991. This system is used to monitor the implementation and ongoing departmental compliance of this particular provision of the Work Force Adjustment Policy. *Consistent Uses:* The WFAM system has been developed for the Policy and Procedures Group (PPG) of Treasury Board Secretariat. Regularly scheduled reports are provided to the PPC, showing cumulative and year-to-date totals for employees receiving "cash-out" payments, as well as the amount and period for these payments. *Retention and Disposal Standards:* The

monthly WFAM System Master Files are kept for six months. National Archives is presently reviewing the archival value of this system. Upon completion of this exercise, retention and disposal standards will be set up accordingly. *TBS Registration:* 002855 *Bank Number:* TBS PCE 732

Particular Banks

Complaints — Canadian Human Rights Commission
Description: This bank contains complaints lodged against Treasury Board and related CHRC's decisions, as well as those of a tribunal and/or court, if applicable. This information relates to individuals who have lodged a CHRC complaint against Treasury Board. The purpose of this bank is to record information necessary for dealing with CHRC complaints lodged against Treasury Board. Consistent uses are to provide specific and general documentation for research purposes. The retention period for this bank is yet to be established. *Class of Individuals:* This information relates to individuals who have lodged a CHRC complaint against Treasury Board. *Purpose:* The purpose of this bank is to record information necessary for dealing with CHRC complaints lodged against the Treasury Board. *Consistent Uses:* Consistent uses are to provide specific and general documentation for resarch purposes. *Retention and Disposal Standards:* The retention period for this bank is yet to be established. *TBS Registration:* 003563 *Bank Number:* TBS PPE 803

Developmental Assignments Program
Description: This bank may contain résumés, appraisals, assignment agreements, references, interview information, referral results, employee requests for assignment forms, assignment proposal forms and general correspondence. *Class of Individuals:* Indeterminate federal government employees who have requested an assignment within Treasury Board as well as other departments. *Purpose:* This bank was created to maintain an inventory of employees interested in assignments outside of their home area, within Treasury Board and other departments. *Consistent Uses:* The information is used to identify interested employees for referral to available assignment opportunities within Treasury Board and other federal departments and agencies. It is also used for statistical purposes. *Retention and Disposal Standards:* Records are retained for 2 years after completion of assignments or 2 years of inactivity (no assignments) on the Inventory. *Related to PR#:* PSC PCE 762 *TBS Registration:* 002869 *Bank Number:* TBS PPE 805

Exemplary Service Awards
Description: The bank includes information on Treasury Board Secretariat employees who have been nominated for awards under the Secretariat's Exemplary Service Awards, including completed recommendation forms and other supporting data. *Class of Individuals:* All employees of the Treasury Board Secretariat who have been nominated for awards under the Exemplary Service Awards plan. *Purpose:* The purpose of this bank is to maintain a record of individuals who have been nominated for awards under the Secretariat's Exemplary Service Awards plan. *Consistent Uses:* The information in this bank is used to establish precedents for awards and to provide an audit trail for the disbursements of funds and awards. *Retention and Disposal Standards:* Operational files are kept for a minimum of two years then destroyed; financial files for six years then destroyed; and precedent setting files for 25 years then destroyed. *Related to PR#:* TBS SEC 021 *TBS Registration:* 001581 *Bank Number:* TBS PPE 802

Personal Harassment Complaints
Description: This bank contains letters of harassment-at-the-workplace complaints and related information. This information relates to individuals who have written to the President of the Treasury Board or to Treasury Board Secretariat officials regarding their harassment complaints. The purpose of this bank is to record information necessary for responding to letters of harassment complaints. Consistent uses are to provide specific and general documentation for research purposes. The retention period for this bank is yet to be established. *Class of Individuals:* This information related to individuals who have written to the President of the Treasury Board or to the Treasury Board Secretariat officials regarding their harassment complaints. *Purpose:* The purpose of this bank is to record information necessary for responding to letters of harassment complaints. *Consistent Uses:* consistent uses are to provide specific and general documentation for research purposes. *Retention and Disposal Standards:* The retention period for this bank is yet to be established. *Related to PR#:* TBS PPB 340 *TBS Registration:* 003582 *Bank Number:* TBS PPE 804

Travel and Relocation and Other Expenses
Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries and correspondence concerning travel, relocation or postings of employees, as well as information pertaining to any payment made to an employee such as reimbursement of training costs, hospitality, petty cash, membership fees, conference registration fees and other miscellaneous payments. *Class of Individuals:* Employees of the Treasury Board Secretariat. *Purpose:* The purpose of this bank is to maintain information regarding travel, relocation, and postings of government employees, as well as reimbursement payments to employees. *Consistent Uses:* To administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances, claims and employee and other miscellaneous payments. *Retention and Disposal Standards:* Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled. *PAC Number:* 85-001 *Related to PR#:* TBS PPB 080, 090 *TBS Registration:* 001135 *Bank Number:* TBS PPE 801

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Conflict of Interest and Post-Employment Code
Discipline
Employee Personnel Record
Employment Equity Program
Grievances
Harassment
Identification and Building-Pass Cards
Incentive Awards
Official Languages
Parking
Pay and Benefits
Performance Reviews and Employee Appraisals
Reliability Checks
Security Clearances
Staffing
Training and Development

Veterans Affairs Canada

Chapter 104

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Conflict of Interest and Post-Employment Code
Discipline
Employee Assistance
Employee Personnel Record
Employment Equity Program
Grievances
Harassment
Identification and Building-Pass Cards
Incentive Awards
Occupational Safety and Health
Official Languages
Parking
Pay and Benefits
Performance Reviews and Employee Appraisals
Reliability Checks
Security Clearances
Staffing
Training and Development
Travel and Relocation
Vehicle, Ship, Boat and Aircraft Accidents

Western Economic Diversification Canada

Chapter 105

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
Conflict of Interest and Post-Employment Code
Discipline
Employee Assistance
Employee Personnel Record
Employment Equity Program
Grievances
Harassment
Identification and Building-Pass Cards
Incentive Awards
Occupational Safety and Health
Official Languages
Parking
Pay and Benefits

Performance Reviews and Employee Appraisals
Security Clearances
Staffing
Training and Development
Travel and Relocation
Vehicle, Ship, Boat and Aircraft Accidents

Yukon Territory Water Board

Chapter 106

Please note: Information on the employees of the Yukon Territory Water Board is held by Indian and Northern Affairs Canada.

Évaluation du rendement
Formation et perfectionnement
Garderie en milieu de travail
Griefs
Harcèlement
Langues officielles
Mesures disciplinaires
Présences et congés
Primes d'encouragement
Programme d'équité en matière d'emploi
Rémunération et avantages
Sécurité et santé au travail
Stationnement
Voyages et réinstallations

Tribunal canadien du commerce extérieur

Chapitre 106

Fichiers particuliers

Conflits d'intérêt

Description : Ce fichier contient des divulgations volontaires faites par les employés concernant des situations potentielles de conflit d'intérêt, des rapports d'enquête, ainsi que la correspondance concernant les conflits d'intérêt potentiels et réels entre les fonctions officielles des employés et leurs intérêts privés ou leurs avoirs. *Catégorie de personnes :* Employés du Tribunal. *But :* Ce fichier maintient des renseignements concernant des situations de conflit d'intérêt potentiel ou réel pour les employés des ministères et organismes fédéraux. Il sert à consigner les conflits d'intérêt potentiels et à résoudre les situations réelles de conflit d'intérêt. *Usages compatibles :* Étayer les décisions touchant les mutations, les mesures disciplinaires et la fin d'emploi. *Normes de conservation et de destruction :* Les dossiers sont détruits deux ans après que la situation reliée à un conflit d'intérêt potentiel est réglée ou que l'on a résolu le cas où il y avait effectivement conflit. *No. APC :* 85-001 *Enregistrement (SCT) :* 002489 *Numéro de fichier :* TCC PPE 801

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Autorisations sécuritaires
Cartes d'identification et laissez-passer
Dossier personnel d'un employé
Dotation
Évaluation du rendement
Formation et perfectionnement
Griefs
Harcèlement
Langues officielles
Mesures disciplinaires
Présences et congés
Programme d'équité en matière d'emploi
Rémunération et avantages
Stationnement
Vérification de la fiabilité
Voyages et réinstallations

renseignements inscrits sur les cartes de demande d'assurance, qui servent à attester que les employés sont assurés aux termes du Régime de soins de santé de la fonction publique (RSSFP), du Régime d'assurance des cadres de gestion de la fonction publique (RACGFP), du Régime d'assurance-invalidité de longue durée et du Régime d'assurance invalidité. Vérification de la garantie d'assurance au fichier de pension DND PPE 859 et aux états de service des membres de la GRC RCMP PPE 802. *Normes de conservation et de destruction :* les documents sont détruits un an après le décès de l'employé. *No. APC :* 86-001 *Enregistrement (SCT) :* 001375 *Numéro de fichier :* TPSGC PCE 703

Registre des logements de la Couronne
Description : ce fichier renferme des renseignements sur les employés de l'administration fédérale qui occupent des logements de la Couronne ou qui attendent de pouvoir en occuper. Il contient les noms, les adresses, le nombre de personnes chargée, les salaires, la durée de la location, l'ancienneté de service, les rapports d'inspections, les frais de services et les autres renseignements lis l'occupation d'un logement. *Catégorie de personnes :* employés de l'administration fédérale. *But :* ce fichier a pour but de consigner des renseignements qui servent administrer les logements fédéraux. *Normes de conservation et de destruction :* l'information est conservée pendant une période de cinq ans, dans le cas de besoins de logements, et de trois ans après l'expiration du terme dans le cas de dossiers d'occupations particuliers. *No. APC :* 79-008 Renvoi au dossier # : TPC TPC 040 *Enregistrement (SCT) :* 000713 *Numéro de fichier :* TPSGC PCE 701

Systèmes de traitement de la paye de la fonction publique
Description : ce fichier contient des données sur la rémunération, le régime de pension, les indemnités et les retenues relatives à l'administration de la rémunération pour tous les employés fédéraux et les pensionnés de la fonction publique. Le code d'identification de dossier personel et les numéros de contrats sont utilisés afin de faire différents prélèvements sur le salaire. Ce fichier peut aussi comprendre des ordonnances afin de procéder à la saisie-arrêt et au détournement des fonds. *Catégorie de personnes :* employés de la fonction publique fédérale. *But :* ce fichier sert à effectuer la rémunération, le versement des indemnités, ainsi qu'à faire des retenues. Le numéro d'assurance sociale est utilisé à des fins d'identification en vertu de la Loi de l'impôt sur le revenu et son règlement, de certaines parties du Régime de pensions du Canada et de la Loi sur l'assurance-emploi. *Usages compatibles :* ce fichier permet la vérification, le rapprochement et la validation des comptes. Il sert aussi à rédiger des rapports, à vérifier les relevés de rémunération et les autres relevés connexes et à étayer le recouvrement des dettes envers la Couronne. Les données servent aussi à l'établissement des rapports statistiques et des fiches de renseignements requis par les systèmes connexes. *Normes de conservation et de destruction :* les documents sont détruits dès que l'employé a atteint 70 ans ou un an après le décès de ce dernier. Renvoi au dossier # : ASC DOR 090 *Enregistrement (SCT) :* 002596 *Numéro de fichier :* TPSGC PCE 705

Fichiers particuliers

Dossires d'enquêtes sur les vérifications spéciales
Description : Ce fichier renferme des renseignments sur les vérifications spéciales demandées par le Sous-ministre et portant sur des employés dont les activités ont été mises en question. *Catégorie de personnes :* employés de l'institution. *But :* ce fichier sert à informer le Sous-ministre et la Gendarmerie royale du Canada des cas où l'on soupçonne une activité criminelle. *Usages compatibles :* l'information contenue dans ce fichier est quelque fois transmise à Gendarmerie royale du Canada. *Normes de conservation et de destruction :* l'information est conservée pendant une période de six ans. *Enregistrement (SCT) :* 000714 *Numéro de fichier :* TPSGC PPE 815

Stationnement
Description : L'information retenue dans le ficier de renseignements personnels comprend; le nom de l'employé, son adresse, numéro de téléphone, numéro de liste de paie, code d'identification du dossier personnel (CIDP) véhicule, marque et modèle et le numéro d'immatriculation. *Catégorie de personnes :* Les employés du gouvernement fédéral. *But :* L' information est obtenue des employés qui font une demande de stationnement pour les espaces accordés à TPSGC. *Usages compatibles :* Les renseignements sont requis soit pour commencer, annuler ou modifier les retenues sur le salaire. *Normes de conservation et de destruction :* Retenu pour une période de trois ans après que l'employé annule sa demande de stationnement. *Communiquer avec :* Gérante, opérations et support, Direction générale des services immobiliers. *Enregistrement (SCT) :* 003745 *Numéro de fichier :* TPSGC PPE 810

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

No. APC : 86-001 *Enregistrement (SCT) :* 001073
Numéro de fichier : MTC PPE 801

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Évaluation du rendement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Travaux publics et Services gouvernementaux Canada

Chapitre 105

Fichiers centraux

Banque de données sur les pensions de la fonction publique

Description : cette banque de données renferme des dossiers manuels et informatiques contenant les pièces suivantes : actes de nomination, statistiques de l'état civil, documents, options, avis, calculs, correspondance, états de services, localisations géographiques, prestations de pension, documentation concernant la protection et le bénéficiaire des prestations supplémentaires de décès (PSD), renseignements portant sur les assurances, données sur les déductions au titre du service et les derniers paiements émis, en ce qui concerne les pensionnés protégés par la Loi sur la pension de la fonction publique et par la Loi sur les prestations de retraite supplémentaires, ainsi que les pensionnés visés par d'anciennes lois sur les pensions, et leurs survivants. *Catégorie de personnes :* les employés actifs et les anciens employés de la fonction publique et leurs survivants qui sont visés par la Loi sur la pension de la fonction publique, ainsi que les pensionnés qui sont visés par les anciennes lois sur les pensions. *But :* ce fichier sert à déterminer l'admissibilité au paiement des cotisations, à calculer le total des cotisations de service antérieur, à stocker les dossiers d'emploi, à calculer les pensions de retraite et les pensions de survivant, à répondre aux demandes de renseignements, à émettre les paiements de pension, à informer les prestataires des versements ou des déductions de pensions, à recueillir les renseignements financiers comme preuve de difficultés financières dans le but de modifier le mode de paiement, à prélever et remettre les primes à Revenu Canada, Revenu Québec, assureurs, etc., à offrir des services d'envoi pour les avis d'assurance, obligations d'épargne du Canada, Centraide, nouvelles politiques (paiements de péréquation) ristournes d'assurance-santé, avis annuel d'indexation de pension, modification du taux d'impôt, ANRF (association des pensionnés), à déterminer l'admissibilité au régime de soins dentaires, à déterminer le bénéficiaire des PSD, ainsi qu'à d'autres fins statistiques. *Usages compatibles :* l'information contenue dans cette banque de données peut servir aux fins de recherches statistiques, à l'établissement des relevés de pension des employés, à la vérification des prestations de pension eu égard au fichier de pension DND PPE 859, aux états de service des membres de la GRC RCMP PPE 802, et à la banque de données informatisées principale du Régime de pension du Canada — NHW PPU 155, et la Régie des rentes du Québec, ainsi qu'à la planification, à la mise en oeuvre et à l'évaluation de politiques gouvernementales liées au personnel en ce qui a trait aux pensions et à la pension de retraite. *Normes de conservation et de destruction :* les documents sont détruits un an après que toutes les mesures aient été prises. Les bandes de traitement sont ré-utilisées un an.
No. APC : 86-001 *Enregistrement (SCT) :* 001374
Numéro de fichier : TPSGC PCE 702

Cartes de demande d'assurance

Description : ce fichier contient les localisations, les numéros de listes de paye, dates de naissance, protection désirée, numéros de pension de retraite et le nom des personnes à charge assurées, pour tous les fonctionnaires fédéraux et les pensionnés qui participent aux divers régimes. *Catégorie de personnes :* employés de la fonction publique et pensionnés qui participent aux divers régimes. *But :* ce fichier contient tous les

Les fichiers opérationnels sont conservés pendant une période minimale de deux ans, puis détruits; les fichiers financiers sont conservés pendant six ans, puis détruits; et les fichiers créant des précédents sont conservés pendant 15 ans, puis détruits. *No. APC :* 86-001 *Enregistrement (SCT) :* 002306 *Numéro de fichier :* MTC PPE 808

Profil du personnel
Description : Contient les profils des employés qui travaillent avec le Groupe des aéroports, région de l'Ontario. Ces informations comprennent les noms, positions, locations de travail, qualifications, intérêts et ambitions de ces employés. *Catégorie de personnes :* Employés, Groupe des aéroports, région de l'Ontario. *But :* Pour aider la gérance du groupe dans la planification de l'entraînement et le développement de ses employés. *Usages compatibles :* Information ramasser est utilisé par la gérance pour faciliter l'adaption des besoins de l'organisation aux intérêts et aspirations des employés. *Normes de conservation et de destruction :* Fichiers sont retenus pour trois ans avant d'être détruits. *Enregistrement (SCT) :* 003201 *Numéro de fichier :* MTC PPE 817

Programme d'aide aux employés (PAE)
Description : Ce fichier contient des renseignements confidentiels relatifs à la participation de l'employé aux services de consultation, la source et la raison de la référence, la chronologie de cas, les recommandations et références, et les données démographiques du client. *Catégorie de personnes :* Les employés de Transports Canada utilisant les services de consultation. *But :* Ce fichier a pour but de conserver les renseignements nécessaires à l'administration du programme et de répondre aux besoins de l'employé qui utilise les services de consultation. *Usages compatibles :* Étayer les décisions des conseillers concernant les démarches prises en matière d'aide aux employés (ex. références, recommandations, suivi). Utilisation d'une banque globale de données afin de déterminer les besoins relatifs au programme. *Normes de conservation et de destruction :* Les dossiers sont détruits deux ans après la dernière activité enregistrée au programme d'aide aux employés. *No. APC :* 86-001 *Enregistrement (SCT) :* 001069 *Numéro de fichier :* MTC PPE 803

Programme de l'équité en matière d'emploi — auto-identification du groupe cible
Description : Ce fichier est de la responsabilité du Programme de l'équité en matière d'emploi du Ministère. Les dossiers contiennent les données recueillies par une enquête ministérielle auprès des employés de Transports Canada. Les employés donnent volontairement des renseignements personnels : nom, numéro d'assurance sociale et groupe désignée. Les renseignements seront mis à jour au moyen d'un questionnaire qui sera joint à la lettre d'offre aux nouveaux employés. *Catégorie de personnes :* Les employés de Transports Canada. *But :* Le fichier a été établi pour permettre l'analyse approfondie des statistiques du Programme d'équité en matière d'emploi envers les groupes désignés du Ministère. Cela reflétera la situation des employés de Transports Canada et facilitera la provision équitable de services à tous les groupes désignés. *Normes de conservation et de destruction :* Les dossiers des employés sont conservés jusqu'au moment de leur départ du Ministère. *No. APC :* 86-001 *Enregistrement (SCT) :* 001604 *Numéro de fichier :* MTC PPE 804

Programme de maintien de l'emploi
Description : Ce fichier contient des renseignements sur les employés touchés par le réaménagement de l'effectif. Ces renseignements se rapportent aux employés, aux postes, à la situation à l'intérieur du Programme de maintien de l'emploi, aux considérations sur le redéploiement et le recyclage. *Catégorie de personnes :* Employés de Transports Canada. *But :* Le but de ce fichier est de renseigner le personnel chargé de l'administration du Programme de maintien de l'emploi, d'appuyer et de documenter les décisions relatives au réaménagement de l'effectif, plus particulièrement en ce qui a trait ou recyclage des employés touchés. *Normes de conservation et de destruction :* Les dossiers sont conservés deux ans après les dernières décisions administratives. *No. APC :* 86-001 *Enregistrement (SCT) :* 002307 *Numéro de fichier :* MTC PPE 807

Programme de maintien de l'emploi
Description : Ce fichier contient des renseignements sur les employés touchés par le réaménagement de l'effectif. Ces renseignements se rapportent aux employés, aux postes, à la situation à l'intérieur du Programme de maintien de l'emploi, aux considérations sur le redéploiement et le recyclage. *Catégorie de personnes :* Employés de Transports Canada. *But :* Le but de ce fichier est de renseigner le personnel chargé de l'administration du Programme de maintien de l'emploi, d'appuyer et de documenter les décisions relatives au réaménagement de l'effectif, plus particulièrement en ce qui a trait ou recyclage des employés touchés. *Normes de conservation et de destruction :* Les dossiers sont conservés deux ans après les dernières décisions administratives. *No. APC :* 86-001 *Enregistrement (SCT) :* 002307 *Numéro de fichier :* MTC PPE 807

Système de gestion du personnel
Description : Ce fichier renferme un système d'information sur la gestion du personnel et des postes. Les données portent sur les congés, les présences, la rémunération, les avantages sociaux, les langues officielles, la formation et l'utilisation des ressources. Des améliorations ont permis d'automatiser les transactions de la paie. *Catégorie de personnes :* Tous les employés de Transports Canada. *But :* Ce fichier a pour but de servir d'outil de travail et de permettre au ministère de fournir des données exigées par les organismes centraux. *Normes de conservation et de destruction :* Ces dossiers sont conservés cinq ans et sont sujets à révision.

Transports Canada
Chapitre 104

Fichiers particuliers

Demande de désignation au titre d'inspecteur des marchandises dangereuses
Description : Ce formulaire collige des renseignements concernant les postulants afin que la Direction générale du transport des marchandises dangereuses puisse délivrer des certificats d'inspecteurs. *Catégorie de personnes :* Les personnes qui satisfont aux exigences de certification aux termes de la partie XIII du Règlement sur le TMD. *But :* Les renseignements sont exigés en vertu de la Loi de 1992 sur le TMD, et de la partie XIII du Règlement sur le TMD pour la délivrance du certificat d'inspecteur. *Usages compatibles :* Les renseignements figurant sur la demande sont exigés en vertu de la Loi de 1992 sur le TMD et de la partie XIII du Règlement sur le TMD et sont nécessaires pour la délivrance d'un certificat d'inspecteur. La partie du formulaire portant sur le certificat est remise à l'inspecteur pour qu'il puisse s'identifier. *Normes de conservation et de destruction :* Les documents sont conservés pendant cinq années et on peut prolonger ce délai d'une période analogue. *Enregistrement (SCT) :* 002689 *Numéro de fichier :* MTC PPE 812

Formation — Contrôleurs de la circulation aérienne et spécialistes de service de vol — progrès d'étudiant
Description : Ce fichier comprend les données personnelles, y compris le numéro d'assurance sociale, les résultats d'examens, le progrès de l'étudiant durant la période de formation et la correspondance relative à la participation à la formation en contrôle de la circulation aérienne et comme spécialistes de service de vol. *Catégorie de personnes :* Les étudiants choisissent par recrutement général afin de participer à la formation; s'ils réussissent à la formation, ils deviennent des employés de Transports Canada. *But :* Documentation pour la gestion de la formation pour les Contrôleurs de la circulation aériennes et des spécialistes de service de vol. *Usages compatibles :* Faire le "monitoring" du progrès des étudiants et pour confirmer les réalisations des employés. Si l'étudiant devient employé, les données sont couplées avec le dossier concernant les évaluations de rendement et le dossier personnel de l'employé. Si l'étudiant ne devient pas un employé, il n'y aura aucun couplage des données. *Normes de conservation et de destruction :* Destruction des dossiers deux ans après avoir manqué ou abandonné le processus de sélection. *Enregistrement (SCT) :* 003202 *Numéro de fichier :* MTC PPE 815

Formation et perfectionnement
Description : Ce fichier comprend les données suivantes : les demandes pour suivre les cours et les évaluations, le numéro d'assurance sociale, le statut de membre d'un group désignée par l'équité en matière d'emploi, les résultats des examens et les certificats, les dossiers concernant le paiement des frais, la correspondance connexe à la participation des employés à des cours de formation et de perfectionnement parrainés par le gouvernement ou par des organismes privés. Il convient de signaler que les dossiers relatifs à la participation et aux résultats obtenus sont joints aux dossiers personnels des employés et que l'on trouve dans le fichier concernant les évaluations de rendement les renseignements touchant le besoin en perfectionnement pour chaque employé en vue d'améliorer son rendement. *Catégorie de personnes :* Employés de l'institution. *But :* Ce fichier a pour but de fournir de la documentation pour l'administration des programmes de formation et de perfectionnement, y compris des programmes lies à l'équité en matière d'emploi, au sein des ministères et organismes fédéraux. *Usages compatibles :* Approuver et inscrire la participation des employés à des cours de formation et de perfectionnement et confirmer les réalisations des employés. Relier les données consignés dans d'autres fichiers, afin de faciliter la mise en oeuvre et l'évaluation des politiques de gouvernement concernant les programmes d'équité et matière d'emploi. *Normes de conservation et de destruction :* Les dossiers peuvent être détruits cinq ans après la fin des cours de formation et de perfectionnement suivis par un employé. *Enregistrement (SCT) :* 003356 *Numéro de fichier :* MTC PPE 805

Primes d'encouragement
Description : Le fichier contient des renseignements sur les fonctionnaires qui ont été nommés pour des primes, dans le cadre du Régime des primes d'encouragement du gouvernement fédéral et des programmes du Ministère. Ces renseignements peuvent comprendre des curriculum vitae, des évaluations de rendement, des descriptions à l'appui de leur contribution méritoire dans leur travail, ou des suggestions pratiques en vue de l'amélioration des opérations de la Fonction publique, ainsi que des rapports de recommandations dûment remplis, concernant soit la prime au mérite, soit la prime à l'initiative. *Catégorie de personnes :* Employés du Ministère qui ont été nommés pour des primes, dans le cadre du Régime des primes d'encouragement du gouvernement ou des programmes de primes du Ministère. *But :* Le fichier a pour but de donner des renseignements sur les personnes qui ont été nommées pour des primes dans le cadre du Régime des primes d'encouragement du gouvernement fédéral et autres primes du Ministère. *Usages compatibles :* Les renseignements contenus dans ce fichier sont utilisés pour établir des précédents au sujet des primes et pour fournir une vérification à rebours concernant les dépenses de fonds. *Normes de conservation et de destruction :*

Solliciteur général Canada
Chapitre 102

Fichiers ordinaires
Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Stationnement

Vérification de la fiabilité

Voyages et réinstallations

Statistique Canada
Chapitre 103

Fichiers particuliers

Demande émanant des organismes fédéraux d'enquête
Description : Ce fichier contient une copie des demandes de divulgation présentées par les organismes d'enquête fédéraux et les organismes d'enquête provinciaux faisant partie des ententes fédérales-provinciales, ainsi que la mention des documents communiqués. Elle fut créée conformément au paragraphe 8(4) de la Loi sur la protection des renseignements personnels. Seuls les éléments contenus dans les fichiers personnels peuvent être divulgués. Cependant, les données communiquées dépendent de la demande elle-même. *Catégorie de personnes :* Employés de Statistique Canada ayant fait l'objet d'une demande de divulgation de renseignements de la part d'un organisme d'enquête fédéral ou d'un organisme d'enquête provincial faisant partie d'une entente fédérale-provinciale. *But :* Ce fichier sert à tenir un registre des demandes portant sur la divulgation de renseignements personnels sur les employés de Statistique Canada (anciens ou actuels) et présentées par les organismes d'enquête fédéraux et les organismes d'enquête provinciaux faisant partie d'ententes fédérales-provinciales. Le Commissaire à la protection de la vie privée le consulte lorsqu'il examine les autorisations de divulgation et qu'il instruit les plaintes déposées par les particuliers. *Usages compatibles :* Il n'y a pas, en ce moment, d'autres usages pour cette banque de donnée. *Normes de conservation et de destruction :* Les dossiers sont conservés par le Bureau de l'accès à l'information et des renseignements personnels pendant une période de deux ans suivant la demande. *No. APC :* 78-001 Renvoi au dossier # : STC SAC 615 *Enregistrement (SCT) :* 001603 *Numéro de fichier :* STC PPE 802

Fichiers ordinaires
Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Primes d'encouragement

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

du programme de santé et de sécurité. ***Usages compatibles :*** Étayer les décisions relatives aux indemnisations et aux congés attribuables à des accidents du travail; agir de façon à prévenir les blessures et les maladies, et les invalidités qui en découlent ou qui sont aggravées par les conditions de travail; s'assurer que les employés exposés à certains risques professionnels reconnus puissent continuer à travailler sans porter atteinte à leur santé, à leur sécurité ou à celle des autres; et établir des conditions qui permettront à certains employés atteints d'une maladie ou d'un handicap reconnu de continuer à travailler dans des conditions propices à leur état. Le numéro d'assurance sociale, qui est utilisé en vertu de la Loi de l'impôt sur le revenu, est consigné aux rapports d'accidents qui sont transmis à Développement des ressources humaines Canada. ***Normes de conservation et de destruction :*** On conserve les dossiers relatifs à l'administration des premiers soins pendant cinq ans; les rapports d'enquête sur les accidents et les maladies ou les blessures professionnelles, et la correspondance afférente, de même que les Rapports du superviseur (enquête sur un accident), sont conservés pendant 10 ans; après cette période, les dossiers sont détruits. Quant aux dossiers de Développement des ressources humaines Canada, ils sont gardés pendant le nombre d'années précisé dans la description du fichier correspondant. ***Enregistrement (SCT) :*** 000156 ***Numéro de fichier :*** SEE PPE 806

Langues officielles
Description : Ce fichier renferme les inscriptions aux cours de langues et les fiches de présences; les demandes de formation linguistique comprenant des données personnelles de base, notamment la première langue officielle de l'employé, la date de naissance et le numéro d'assurance sociale aux fins d'identification; les résultats des examens de connaissance de la langue et la correspondance relative aux compétences des employés en matière de langues officielles. Les renseignements afférents aux examens de connaissance de la langue et aux exemptions sont versés au dossier professionnel de l'employé. Les renseignements personnels contenus dans ce fichier sont également consignés dans le Système de renseignements informatisé des ressources humaines. ***Catégorie de personnes :*** Employés actuels et anciens employés. ***But :*** Étayer à l'aide de pièces à l'appui les décisions relatives à la formation en matière de langues officielles et aux examens de connaissance de la langue, et justifier les besoins de formation linguistique et les réalisations des employés. ***Usages compatibles :*** Étayer à l'aide de pièces à l'appui les décisions touchant les employés en matière de dotation, de mutation et de promotions; collaborer à l'évaluation de la compétence linguistique des employés et vérifier la gestion des programmes ayant trait aux langues officielles. Le numéro d'assurance sociale est utilisé en vertu de la Loi de l'impôt sur le revenu. Il sert de numéro de référence pour la formation linguistique des employés. Il peut également devoir être transmis à la Commission de la Fonction publique et au Secrétariat du Conseil du Trésor. ***Normes de conservation et de destruction :*** On détruit les dossiers deux ans après la date de la dernière justification à l'aide de documents. ***Enregistrement (SCT) :*** 000155 ***Numéro de fichier :*** SEE PPE 805

Stationnement
Description : Ce fichier renferme les demandes de permis de stationnement et la correspondance relative au stationnement des automobiles dans les parcs loués par la Société. La section du dossier personnel de l'employé portant sur la rémunération et les avantages sociaux contient aussi les renseignements relatifs aux retenues salariales effectuées pour le règlement des frais de stationnement. Les renseignements personnels contenus dans ce fichier sont également consignés dans le Système de renseignements informatisé des ressources humaines et dans le Système informatique de gestion. ***Catégorie de personnes :*** Employés actuels et anciens employés qui ont présenté une demande de permis de stationnement. ***But :*** Le fichier sert à étayer l'administration des avantages en matière de stationnement. ***Usages compatibles :*** Les dossiers servent à administrer la délivrance et l'annulation des permis de stationnement et à simplifier la retenue des frais de stationnement sur les salaires. ***Normes de conservation et de destruction :*** On détruit les dossiers deux ans après l'expiration du permis. ***Enregistrement (SCT) :*** 000159 ***Numéro de fichier :*** SEE PPE 808

Voyages et réinstallations
Description : Ce fichier renferme les autorisations, les avances, les demandes de remboursement, les reçus, les préparatifs de voyage, les itinéraires et la correspondance concernant les déplacements, les réinstallations ou les affectations à l'étranger des employés. Ce fichier concerne les employés actuels et anciens employés. Il a pour but d'emmagasiner des renseignements concernant les voyages, les réinstallations et les affectations à l'étranger des employés. Il sert également à approuver les questions de voyage et de réinstallation ainsi que les affectations à l'étranger, les avances et les demandes de remboursement. Les dossiers sont détruits six ans après l'exercice financier durant lequel il y a eu règlement des frais de voyage ou de réinstallation. ***No. APC :*** 85-001 ***Numéro de fichier :*** SEE PPE 811

classification, les évaluations de rendement, les mesures disciplinaires, l'aide aux employés et les griefs. Le fichier peut renfermer également des observations relatives à la dotation, à la formation et au perfectionnement, aux langues officielles, et à la santé et à la sécurité professionnelles, qui peuvent également être conservées dans d'autres fichiers. Les renseignements personnels contenus dans ce fichier sont également consignés dans le Système de renseignements informatisé des ressources humaines. *Catégorie de personnes :* Employés actuels et anciens employés. *But :* Consigner les renseignements relatifs à la carrière de l'employé, notamment les nominations, les mutations, les promotions, les rétrogradations, la classification, le rendement, l'aide reçue, les mesures disciplinaires, les griefs et la cessation d'emploi. *Usages compatibles :* Étayer les décisions portant sur la dotation; la rémunération et les avantages sociaux; la formation et le perfectionnement; les langues officielles; la santé et la sécurité professionnelles. *Normes de conservation et de destruction :* On conserve le dossier pendant la durée de l'emploi. Après la cessation d'emploi, le dossier est joint au dossier personnel de l'employé que l'on garde pendant un an. Par la suite, le dossier est envoyé aux Archives nationales du Canada qui le conservent jusqu'à ce que l'employé ait atteint l'âge de 70 ans, ou pendant un maximum d'un an suivant le décès de l'employé, pourvu que deux ans se soient écoulés depuis la dernière mesure administrative. On peut également conserver le dossier de façon permanente si on estime qu'il possède une valeur historique. *Enregistrement (SCT) :* 000151 *Numéro de fichier :* SEE PPE 801

Dotation

Description : Ce fichier renferme les demandes de dotation; les descriptions de poste; les échelles de traitement; les profils de sélection; les demandes d'emploi des candidats; les observations des comités de dotation en personnel; les examens et les résultats; les offres d'emploi; les avis envoyés aux candidats et la correspondance relative aux divers processus de dotation, y compris le répertoire des ressources humaines. On trouve dans les dossiers de ce fichier une vaste gamme de renseignements personnels sur l'employé, notamment le niveau d'instruction, les qualifications et parfois l'âge, le sexe et le numéro d'assurance sociale, s'ils ont été fournis par le candidat. *Catégorie de personnes :* Employés-candidats. *But :* Choisir les candidats et combler les postes vacants. *Normes de conservation et de destruction :* On conserve les dossiers pour une période de deux ans suivant l'instruction de la demande de dotation ou toute mesure administrative; après cette période, les dossiers sont détruits. On conserve les documents relatifs à chaque candidat retenu dans le dossier personnel de l'employé et dans son dossier professionnel. *Enregistrement (SCT) :* 000153 *Numéro de fichier :* SEE PPE 803

Formation et perfectionnement

Description : Ce fichier renferme les données personnelles, notamment les demandes de participation à des cours et les évaluations, les résultats des examens et les certificats; les pièces justificatives de règlement des frais et la correspondance ayant trait à la participation des employés à des cours de formation et de perfectionnement parrainés par le gouvernement et donnés par des organismes privés qui peuvent avoir besoin du numéro d'assurance sociale. Les documents relatifs à la participation et aux réalisations de l'employé sont joints à son dossier professionnel, et la formule d'évaluation de rendement versée au dossier professionnel de l'employé peut aussi renfermer les renseignements relatifs aux besoins individuels de perfectionnement. Les renseignements personnels contenus dans ce fichier sont également consignés dans le Système de renseignements informatisé des ressources humaines. *Catégorie de personnes :* Employés actuels et anciens employés. *But :* Approuver et noter la participation des employés à des cours de formation et de perfectionnement. *Usages compatibles :* Étayer les décisions portant sur le traitement et les avantages sociaux, la fiche de présences et de congés, les mutations, les promotions et les évaluations de rendement. Le numéro d'assurance sociale est utilisé en vertu de la Loi de l'impôt sur le revenu. Il peut éventuellement servir de numéro de référence pour la formation et le perfectionnement des employés. *Normes de conservation et de destruction :* On détruit les dossiers deux ans après la fin des cours de formation et de perfectionnement suivis par l'employé. *Enregistrement (SCT) :* 000154 *Numéro de fichier :* SEE PPE 804

Hygiène et sécurité professionnelles

Description : Ce fichier renferme des rapports d'enquête sur les accidents et les blessures ou les maladies professionnelles et la correspondance connexe, de même que des copies du Rapport du superviseur; enquête sur un accident, documents qui sont conservés au centre de responsabilité compétent. Conformément aux exigences de Développement des ressources humaines Canada, ces dossiers renferment des renseignements personnels sur les employés victimes d'accident au travail, notamment l'âge, le sexe, l'état civil, le numéro d'assurance sociale, l'adresse domiciliaire, le traitement et l'emploi. Les dossiers sur l'administration des premiers soins sont conservés conformément à la politique du Conseil du Trésor. Les dossiers, y compris les rapports médicaux de chaque employé, les demandes d'indemnisation et la correspondance connexe, et les pièces justificatives des sommes versées, sont conservés par Développement des ressources humaines Canada. *Catégorie de personnes :* Employés actuels et anciens employés. *But :* Consigner tous les détails relatifs à la sécurité et à la santé ainsi que les causes d'accidents et de blessures afin de prévenir les accidents et de favoriser un climat de salubrité, et contribuer à la gestion efficace

On détruit les dossiers deux ans après le départ de l'employé de l'organisme qui lui a attribué une cote de sécurité. *Enregistrement (SCT) :* 000157 *Numéro de fichier :* SEE PPE 807

Cartes d'identité et laissez-passer
Description : Ce fichier renferme des photos, des formulaires d'identification et la correspondance ayant trait à l'émission de cartes d'identité et de laissez-passer. *Catégorie de personnes :* Employés actuels et anciens employés. *But :* Émettre les cartes d'identité et les laissez-passer *Normes de conservation et de destruction :* On détruit les dossiers deux ans après l'expiration des cartes d'identité et des laissez-passer. *Enregistrement (SCT) :* 000161 *Numéro de fichier :* SEE PPE 809

Conflits d'intérêts
Description : Ce fichier contient des divulgations volontaires faites par les employés concernant des situations potentielles de conflit d'intérêts, ainsi que des rapports d'enquête et de la correspondance concernant les conflits d'intérêts potentiels et réels entre les fonctions officielles des employés et leurs intérêts privés ou les valeurs immobilières qu'ils possèdent. *Catégorie de personnes :* Employés actuels et anciens employés qui se trouvent ou pourraient se trouver en situation de conflit d'intérêts. *But :* Le fichier sert à étayer la mise en oeuvre de la politique de la Société en matière de normes de conduite. *Usages compatibles :* Les dossiers permettent d'établir s'il y a conflit d'intérêts et, le cas échéant, de trouver un moyen de résoudre la situation de conflit d'intérêts. *Normes de conservation et de destruction :* Les dossiers sont détruits deux ans après que la situation reliée à un conflit d'intérêts potentiel est réglée ou que l'on a résolu le cas où il y avait effectivement conflit. *Enregistrement (SCT) :* 000160 *Numéro de fichier :* SEE PPE 810

Dossier personnel de l'employé
Description : Ce fichier renferme des renseignements personnels sur l'employé, notamment l'âge, le sexe, le numéro d'assurance sociale, le numéro du régime provincial d'assurance-maladie, le numéro d'employé, l'état civil, l'invalidité, l'adresse domiciliaire, le numéro de téléphone, ainsi que la correspondance relative au recrutement et à la cessation d'emploi, au traitement et aux indemnités, aux retenues salariales et aux avantages sociaux, au régime de pension, à la fiche de présences et de congés, à l'équité d'emploi, le cas échéant, et aux certificats médicaux à l'appui des congés de maladie. Les documents d'appui comprennent des copies des certificats de naissance de l'employé, de son conjoint et de leurs enfants; les certificats de mariage ou de décès; le nom de la personne avec qui communiquer en cas d'urgence; les renseignements bancaires permettant le virement du traitement; et les fiches de désignation des bénéficiaires. Les renseignements personnels contenus dans ce fichier sont également consignés dans le Système de renseignements informatisé des ressources humaines. *Catégorie de personnes :* Employés actuels et anciens employés. *But :* Compiler les documents et les autorisations justifiant le recrutement, la cessation d'emploi, le régime de pension et l'équité en matière d'emploi; la fiche de présences et de congés; le versement du traitement et des prestations, et les retenues salariales. On se sert du numéro d'assurance sociale aux fins d'identification et pour assurer l'uniformité de la gestion de la paye et des avantages sociaux. *Usages compatibles :* Établir le caractère authentique des décisions relatives au recrutement et à la cessation d'emploi; à la fiche de présences et de congés; au traitement, aux prestations et aux avantages sociaux; au régime de pension; et assurer la vérification et le rapprochement de la feuille de paye. Le numéro d'assurance sociale est utilisé en vertu de la Loi de l'impôt sur le revenu. Il sert de numéro de référence pour l'emploi, le régime de pension, la rémunération et les avantages sociaux. On le transmet également, avec d'autres renseignements, à Revenu Canada pour l'impôt sur le revenu, à Approvisionnements et Services Canada pour le régime de pension, à Santé et Bien-être social Canada pour la retraite, à la Commission de la Fonction publique et à d'autres organismes gouvernementaux pour faciliter le maintien de l'emploi, aux gouvernements provinciaux pour l'impôt sur le revenu et l'assurance-maladie, et aux compagnies qui offrent des régimes d'assurance collective pour les prestations d'invalidité de longue durée. L'information est aussi transmise à un établissement financier dans le but de faciliter l'émission des chèques, ainsi qu'à Emploi et Immigration Canada, en particulier dans le cas des anciens employés, conformément à la Loi sur l'assurance-chômage et à son règlement d'application. *Normes de conservation et de destruction :* On conserve les dossiers pendant la durée de l'emploi. Après la cessation d'emploi, on les garde pendant un an et, par la suite, on les envoie aux Archives nationales du Canada qui les conservent jusqu'à ce que l'employé atteigne l'âge de 70 ans ou pendant un an suivant le décès de l'employé, pourvu que deux ans se soient écoulés depuis la dernière mesure administrative. On peut également conserver les dossiers de façon permanente si on estime qu'ils possèdent une valeur historique. *Enregistrement (SCT) :* 000152 *Numéro de fichier :* SEE PPE 802

Dossier professionnel de l'employé
Description : Ce fichier renferme des renseignements personnels sur l'employé, notamment l'âge, le sexe, le numéro d'assurance sociale (lorsqu'il est donné par l'employé), le numéro d'employé, l'adresse domiciliaire, la citoyenneté, les études, les antécédents professionnels, les curricula vitae et les références, les lieux de travail et les titres de poste, les nominations, les mutations, le traitement, les promotions et les rétrogradations, les périodes d'emploi, y compris les périodes de stage, la

employés, présentées selon leur groupe cible (par exemple femmes, autochtones et personnes handicapées physiquement ou mentalement et groupe de minorités visibles). Ces renseignements sont utilisés afin de réaliser un profil des employés et de comparer la situation des membres des groupes cibles à celles des membres des autres groupes au sein de la SCA sur le marché du travail. Le numéro de l'employé peut servir à établir un lien entre les renseignements contenus dans ce fichier et ceux conservés dans d'autres fichiers comprenant des renseignements sur les employés (par exemple la base de données des ressources humaines) et ce, à des fins statistiques et lorsque la conservation de tels renseignements est conforme aux usages pour lesquels les renseignements personnels ont été recueillis. *Usages compatibles :* Les renseignements recueillis seront utilisés dans le cadre du Programme d'équité en matière d'emploi afin de déterminer s'il y a discrimination systémique dans l'embauche, de l'éliminer s'il y a lieu et d'introduire des mesures temporaires spéciales qui permettront aux groupes cibles d'être admis et d'être représentés d'une manière équitable. Les renseignements peuvent également être utilisés pour élaborer et mettre en oeuvre la politique relative à l'équité en matière d'emploi. *Normes de conservation et de destruction :* Les critères de destruction pour les documents contenus dans ce fichier n'ont pas encore été établis. Toutefois, ces documents seront conservés au moins durant les trois années qui suivent celle à l'égard de laquelle un rapport est fait. *No. APC :* 85-001 *Enregistrement (SCT) :* 002803 *Numéro de fichier :* SCA PPE 802

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Langues officielles

Mesures disciplinaires

Présences et congés

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Société immobilière du Canada Limitée

Chapitre 100

NOTE : Les renseignements sur les employés de la Société immobilière du Canada sont détenus par Travaux publics et services gouvernementaux du Canada.

Société pour l'expansion des exportations

Chapitre 101

Fichiers particuliers

Autorisations sécuritaires

Description : Ce fichier renferme les antécédents personnels; les résumés des enquêtes menées par le Service canadien du renseignement de sécurité (SCRS); les fiches d'empreintes digitales; les casiers judiciaires; les directives sur la sécurité et la correspondance relative à l'agrément sécuritaire des employés. (Les détails des enquêtes menées par le SCRS sont gardés dans le fichier Évaluation de sécurité (SRS PPU 005 du SCRS.)

Catégorie de personnes : Employés actuels et anciens employés. *But :* Attribuer la cote de sécurité et fournir des renseignements sur la gestion des mesures sécuritaires du gouvernement. Lorsque les organismes déterminent les cotes de sécurité, ils ne doivent examiner que les renseignements précisés dans ce fichier et non ceux mentionnés dans les dossiers sur les habilitations sécuritaires du SCRS. *Usages compatibles :* Étayer les décisions relatives à la dotation, aux mutations, aux promotions, aux mesures disciplinaires et à la cessation d'emploi. *Normes de conservation et de destruction :*

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Formation et perfectionnement

Langues officielles

Programme d'équité en matière d'emploi

Rémunération et avantages

Stationnement

Voyages et réinstallations

Société du Centre national des Arts

Chapitre 98

Fichiers particuliers

Travail Canada

Description : Le but de ce fichier est de consigner des renseignements sur les questions de relations de travail qui intéressent les employés du Centre national des Arts, en se conformant aux dispositions du Code canadien du travail. Les dossiers sont conservés pendant une période indéterminée. *No. APC :* 85-001 *Numéro de fichier :* CNA PPE 801

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Cartes d'identification et laissez-passer

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Langues officielles

Mesures disciplinaires

Présences et congés

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Société du crédit agricole Canada

Chapitre 99

Fichiers particuliers

Conflits d'intérêt

Description : Ce fichier contient des divulgations volontaires faites par les employés concernant des situations potentielles de conflit d'intérêt, des rapports d'enquête, ainsi que la correspondance concernant les conflits d'intérêt potentiels et réels entre les fonctions officielles des employés et leurs intérêts privés ou les valeurs immobilières qu'ils possèdent. *Catégorie de personnes :* Employés de l'institution. *But :* Ce fichier contient des renseignements concernant des situations de conflit d'intérêt potentiel ou réel pour les employés des ministères et organismes fédéraux. Il sert à consigner les conflits d'intérêt potentiels et à résoudre les situations réelles de conflit d'intérêt. *Usages compatibles :* Étayer les décisions touchant les mutations, les mesures disciplinaires et la fin d'emploi. *Normes de conservation et de destruction :* Les dossiers sont détruits deux ans après que la situation reliée à un conflit d'intérêt potentiel est réglée ou que l'on a résolu le cas où il y avait effectivement conflit. *No. APC :* 85-001 *Enregistrement (SCT) :* 001626 *Numéro de fichier :* SCA PPE 801

Programme d'équité en matière d'emploi

Description : Ce fichier contient des renseignements sur les employés des groupes cibles. Les répondants doivent indiquer sur un questionnaire s'ils sont autochtones, s'ils souffrent d'une invalidité physique permanente ou continue ou s'ils font partie d'un groupe des minorités visibles. *But :* Ce fichier contient toute la documentation nécessaire à la mise en oeuvre de la Loi sur l'équité en matière d'emploi. C'est grâce à ces renseignements qu'il est possible d'avoir toutes les données au sujet des

que le dossier individuel de l'employé ne comprenne pas les renseignements personnels utilisés pour prendre des décisions dans les domaines susmentionnés. *Catégorie de personnes :* Employés de la Société. *But :* Ce fichier a pour but de fournir de la documentation et de donner des autorisations pour les nominations, les mutations, les promotions, les rétrogradations, la fin de l'emploi et les pensions de retraite. *Usages compatibles :* Identifier les décisions relatives à la dotation, aux présences et aux congés; à la rémunération et aux avantages; à la formation et au perfectionnement; à l'hygiène et à la sécurité professionnelles; aux langues officielles; à la discipline; aux autorisations sécuritaires ainsi qu'à la vérification des références professionnelles. Ces renseignements servent également à Approvisionnements et Services Canada, car ils facilitent le paiement des traitements; aux divers régimes d'assurance-maladie provinciaux; aux assureurs de groupe; aux syndicats (retenue des cotisations), et à Santé nationale et Bien-être social (aux fins des pensions). *Normes de conservation et de destruction :* Les dossiers sont gardés par l'organisme ou le ministère pour lequel travaille actuellement l'employé pour toute la durée d'emploi, plus un an. Après cette période, les renseignements sont transférés aux Archives nationales du Canada et sont gardés jusqu'à ce que l'employé ait atteint l'âge de 70 ans ou jusqu'à deux ans après le décès de l'employé; après quoi, le dossier est détruit, pourvu que deux ans se soient écoulés depuis la dernière utilisation à des fins administratives des renseignements en question. Quant aux dossiers relatifs à des mesures disciplinaires, la durée de conservation est mentionnée dans les conventions collectives pertinentes, ou elle est de trois ans suivant la date à laquelle les mesures disciplinaires ont été prises, en autant qu'aucune autre mesure disciplinaire n'ait été prise depuis. Lorsque les mesures disciplinaires ont été annulées, c'est l'organisme ou le Ministère qui voit à ce que le document touchant cette mesure soit immédiatement détruit. *No. APC :* 85-001 *Enregistrement (SCT) :* 000308 *Numéro de fichier :* DIC PPE 801

Dotation

Description : Ce fichier contient les demandes de dotation; les descriptions de poste; les échelles de salaire; les profils de sélection; les affiches de concours; les demandes de mutation; les listes de mises à pied; les imprimés d'ordinateur relatifs au répertoire des ressources humaines; les demandes d'emploi des candidats; les listes de candidats; les évaluations des jurys de sélection, y compris les notes d'évaluation provenant du comité de dotation en personnel; les documents relatifs aux examens et à leurs résultats; les listes d'admissibilité; les offres d'emploi; les avis destinés aux candidats; les avis relatifs au droit d'appel et les documents à cet égard; la correspondance relative à la dotation faite par divers moyens, notamment par voie de concours et à l'aide du répertoire des ressources humaines. On trouve dans les dossiers du fichier une grande variété de renseignements personnels qui portent notamment, sur l'âge, le sexe, le niveau des études et le numéro d'assurance sociale. On peut également trouver des avis relatifs à des décisions de dotation dans le dossier personnel d'un employé. Les renseignements dans ce fichier se rapportent aux employés de la Société. *Numéro de fichier :* DIC PPE 802

Évaluation du rendement

Description : Ce fichier contient des évaluations, des rapports et de la correspondance concernant le rendement de l'employé au travail (habiletés, aptitudes, réalisations et intérêts). Les renseignements de ce fichier se rapportent aux employés de la Société. Ce fichier contient des renseignements concernant le niveau de rendement de chacun des employés des ministères et organismes fédéraux. Il vise à déterminer le rendement de chacun des employés, notamment en ce qui a trait à la nécessité de donner des cours de formation et de perfectionnement, aux approbations de la rémunération au rendement, aux augmentations annuelles, au maintien en fonction, à la prolongation de la période de stage et au renvoi pendant un stage. Le fichier sert aussi à soutenir les décisions ayant trait aux promotions, aux mutations, aux rétrogradations, à l'aide aux employés, aux mesures disciplinaires et à la fin d'emploi. *Numéro de fichier :* DIC PPE 804

Présences et congés

Description : Ce fichier contient des rapports sur les absences et les demandes de congé, ainsi que les certificats médicaux connexes à un congé de maladie. Sur tous ces documents, on doit inscrire le numéro d'assurance sociale, afin de vérifier l'identité de l'individu; on doit également joindre la correspondance connexe aux présences et congés. Toutefois, il n'est pas nécessaire d'inscrire le numéro d'assurance sociale pour chaque type de données. Le dossier annuel portant sur les congés et les présences est joint au dossier personnel d'un employé. Certains renseignements relatifs aux congés et aux présences sont présentés sous forme de modules automatisés enregistrés dans des bases de données sur le personnel de l'organisme ou du ministère (systèmes présence/temps, congés et absences). Les renseignements dans ce fichier se rapportent aux employés de la Société. Ce fichier a pour but d'étayer l'administration des congés et des présences des employés au sein des ministères et organismes fédéraux. Le fichier sert aussi à consigner les congés autorisés et les jours de présence; soutenir les décisions relatives à la rémunération et aux avantages, notamment en ce qui a trait aux congés et à la fin d'emploi, et déterminer quelle est l'utilisation des congés et le taux d'absentéisme. *Numéro de fichier :* DIC PPE 803

correspondance relative à la participation des employés à des cours de formation et de perfectionnement, parrainés par le gouvernement ou par des organismes privés, et qui peuvent nécessiter l'utilisation du numéro d'assurance sociale. Il convient de signaler que les dossiers relatifs à la participation et aux résultats obtenus sont joints aux dossiers personnels des employés, et que l'on trouve, dans le dossier sur les évaluations de rendement, les renseignements touchant les besoins en perfectionnement pour chaque employé. ***Catégorie de personnes :*** Employés anciens et actuels. ***But :*** Ce fichier sert à approuver et inscrire la participation des employés à des cours de formation et de perfectionnement et à confirmer les réalisations des employés. ***Usages compatibles :*** Il sert aussi à étayer les décisions relatives à la rémunération et aux avantages; aux présences et aux congés; aux mutations; aux promotions et aux évaluations du rendement. ***Normes de conservation et de destruction :*** Ces dossiers sont conservés deux ans après la dernière consultation à des fins administratives. ***Enregistrement (SCT) :*** 002295 ***Numéro de fichier :*** SAD PPE 804

Voyages et réinstallations
Description : Ce fichier renferme les autorisations, les avances, les demandes de remboursement, les reçus, les préparatifs de voyage, les itinéraires et la correspondance concernant les déplacements, les réinstallations ou les affectations a l'étranger des employés. ***Catégorie de personnes :*** Employés de la Société. ***But :*** Ce fichier a pour but d'emmagasiner des renseignements concernant les voyages, les réinstallations et les affectations à l'étranger des employés. ***Usages compatibles :*** Ce fichier sert à approuver les questions de voyage et de réinstallation ainsi que les affectations à l'étranger, les avances et les demandes de remboursement. ***Normes de conservation et de destruction :*** Ces dossiers sont conservés pendant huit exercices financiers. ***Enregistrement (SCT) :*** 002294 ***Numéro de fichier :*** SAD PPE 803

Société de développement de l'industrie cinématographique canadienne

Chapitre 97

Fichiers particuliers

Dossier personnel d'un employé
Description : Ce fichier contient le dossier sommaire de toutes les périodes d'emploi d'une personne au sein des ministères et organismes fédéraux. Ce dossier est conservé afin de faciliter l'administration du personnel. Les renseignements contenus dans les dossiers d'un employé peuvent être utilisés aux fins suivantes : prendre des décisions ayant trait à la dotation; aux présences et aux congés; à la rémunération et aux avantages; à la formation et au perfectionnement; à l'hygiène et à la sécurité professionnelles; aux langues officielles; à la discipline; au niveau de sécurité, et lorsque les renseignements touchant un domaine peuvent influer sur une décision prise dans un autre domaine. Dans les cas susmentionnés, le fichier contient des renseignements succincts et connexes à des renseignements plus détaillés trouvés dans d'autres fichiers. Ces renseignements peuvent être utilisés, en autant que ce soit d'une manière conforme aux usages prévus, afin d'assurer que les mesures prises en matière de personnel au sein des ministères et organismes fédéraux soient coordonnées dans le meilleur intérêt de l'employé et de l'employeur. C'est l'organisme ou le ministère pour lequel l'employé travaille présentement qui exerce le contrôle sur le dossier personnel de ce dernier. Ce fichier renferme des renseignements concernant les caractéristiques personnelles, notamment l'âge et le sexe; le numéro d'assurance sociale; l'adresse domiciliaire; la citoyenneté; les études (diplômes, certificats et bulletins); les emplois antérieurs non gouvernementaux, le curriculum vitae et les références; l'emplacement de l'organisme ou du ministère; les nominations, les mutations, les promotions et les rétrogradations; les périodes d'emploi, notamment les stages, les mises à pied et la durée de l'emploi; la classification, notamment les numéros de poste, les groupes, les niveaux, les titres et les traitements; les pensions et les assurances, notamment les noms des bénéficiaires. On peut également y trouver, le cas échéant, des renseignements concernant le service militaire, y compris les périodes et les domaines de service; les exclusions des négociations collectives, notamment le statut d'un employé désigné et l'identification d'un agent de négociation; les réalisations professionnelles, y compris les publications, les brevets et les primes; les passeports et les permis d'armes à feu nécessaires pour occuper le poste; la fin de l'emploi, notamment les certificats et les raisons du départ de l'employé. Le dossier individuel d'un employé comprend des résumés de décisions concernant la dotation; les présences et les congés; la rémunération et les avantages; la formation et le perfectionnement; les décisions concernant les indemnités et l'aptitude au travail; les langues officielles; la discipline, et les autorisations sécuritaires. On trouve toutefois les renseignements principaux concernant ces sujets dans les autres fichiers ordinaires décrits ci-après. Il se peut

Société d'assurance-dépôts du Canada

Chapitre 96

Fichiers particuliers

Accès des employés aux locaux

Description : Tous les employée permanents et contractuels de la SADC ont une carte d'accès aux locaux de la Société. Chaque fois qu'un employé utilise sa carte, la date et l'heure sont enregistrées dans la banque de données personnelles. ***Catégorie de personnes :*** Les employés de la Société d'assurance-dépôts du Canada et les personnes qui ont droit d'accès aux locaux. ***But :*** Bien que le système de sécurité électronique présente cette fonction, l'information n'a pas beaucoup de valeur et ne sert pas à surveiller les déplacements du personnel. ***Normes de conservation et de destruction :*** Au bureau d'Ottawa , où la SADC gère elle-mème le système de sécurité, l'information est détruite tous les six mois. À Toronto, où le gérant de l'immeuble est chargé du système, l'information est conservée cinq ans. ***Enregistrement (SCT) :*** 003708 ***Numéro de fichier :*** SAD PPE 806

Conflits d'intérêts

Description : Ce fichier contient des divulgations volontaires faites par les employés concernant des situations de conflit d'intérêts potentiel, des rapports d'enquête, ainsi que la correspondance concernant les conflits potentiels et réels entre les fonctions officielles des employés et leurs intérêts privés ou les valeurs immobilières qu'ils possèdent. ***Catégorie de personnes :*** Employés de la Société. ***But :*** Ce fichier contient des renseignements concernant des situations de conflit d'intérêts potentiel ou réel. Il sert à consigner les conflits d'intérêts potentiels et les solutions apportées pour résoudre les situations de conflit d'intérêts réel. ***Usages compatibles :*** Ce fichier sert à étayer les décisions touchant les mutations, les mesures disciplinaires et la fin de l'emploi. ***Normes de conservation et de destruction :*** Ces dossiers sont conservés pendant deux ans après la dernière consultation à des fins administratives. ***Enregistrement (SCT) :*** 002296 ***Numéro de fichier :*** SAD PPE 805

Dossier personnel d'un employé

Description : Ce fichier renferme des renseignements concernant les caractéristiques personnelles, notamment l'âge, le sexe, le numéro d'assurance sociale, l'état civil, l'adresse et le numéro de téléphone du domicile, ainsi que la correspondance ayant trait à l'embauche et à la cessation d'emploi, les évaluations du rendement et les appréciations de l'employé, la rémunération et les allocations, les déductions et les avantages, la pension de retraite, les présences et les congés, ainsi que les certificats médicaux fournis à l'appui des demandes de congé de maladie. ***Catégorie de personnes :*** Ce fichier se rapporte aux employés anciens et actuels et il a pour but de fournir de la documentation et de donner des autorisations pour l'embauche, la fin de l'emploi et les pensions de retraite; les présences et les congés; les dépenses relatives aux traitements et allocations; et les déductions. Le numéro d'assurance sociale sert à des fins d'identification de l'employé et d'uniformisation de la gestion de la rémunération. ***But :*** Le fichier sert aussi a identifier les décisions relatives à l'embauche et à la fin d'emploi; aux présences et aux congés; à la rémunérations et aux avantages; aux pensions de retraite. Ces renseignements servent également à facilite la vérification et le rapprochement des comptes de la rémunération. ***Usages compatibles :*** Le fichier sert aussi a identifier les décisions relatives à l'embauche et à la fin d'emploi; aux présences et aux congés; à la rémunérations et aux avantages; aux pensions de retraite. Ces renseignements servent également à faciliter la vérification et le rapprochement des comptes de la rémunération. ***Normes de conservation et de destruction :*** Ces dossiers sont détruits lorsque l'employé a 80 ans,pourvu que deux année se soient écoulées depuis la dernière mesure administrative inscrite au dossier. Les documents sont conservés pendant un an après la fin de la période d'emploi, puis ils sont confiés au Centre des documents du personnel. ***Enregistrement (SCT) :*** 003652 ***Numéro de fichier :*** SAD PPE 801

Dotation

Description : Ce fichier contient les demandes de dotation; les descriptions de poste; les échelles de salaire; les profils de sélection; les demandes d'emploi des candidats; les listes de candidats; les évaluations des jurys de sélection, y compris les notes d'évaluation provenant du comité de dotation en personnel; les documents relatifs aux examens et à leurs résultats; les offres d'emploi; les avis destinés aux candidats; la correspondance relative à la dotation faite par divers moyens, notamment à l'aide du répertoire des ressources humaines. On trouve dans les dossiers du fichier une grande variété de renseignements personnels, comme l'âge, le sexe, la scolarité et le numéro d'assurance sociale. ***Catégorie de personnes :*** Les postulants à un emploi. ***But :*** Le fichier sert à sélectionner des candidats et à doter des postes. ***Normes de conservation et de destruction :*** Ces dossiers sont conservés pendant deux ans après expiration de la liste d'admissibilité d'une action de dotation ou après la dernière consultation à des fins administratives. ***Enregistrement (SCT) :*** 002293 ***Numéro de fichier :*** SAD PPE 802

Formation et perfectionnement

Description : Ce fichier comprend les données suivantes : les demandes pour suivre les cours, et les évaluations; les résultats des examens et les certificats; les dossiers concernant le remboursement des frais; la

dossiers et des données sur tous les employés actuels de la SCP, qu'ils soient des employés réguliers, à terme, occasionnels, à plein temps ou à temps partiel, ainsi que sur les anciens employés qui ne sont plus à l'emploi de la SCP depuis 1985. ***But :*** Appuyer la rémunération et l'administration des avantages sociaux de tous les employés de la SCP. ***Usages compatibles :*** Les dossiers sont utilisés : à l'appui de fonctions du personnel comme la structure organisationnelle, la dotation, les vérifications de sécurité, la rémunération et les avantages sociaux, la paie et les présences, la planification et le perfectionnement des ressources humaines, les évaluations du rendement, la formation, la santé professionnelle et la sécurité, les déplacements et la réinstallation, l'équité en matière d'emploi, les relations du travail, la discipline, les démotions et les cessations d'emploi; pour faciliter la supervision des employés (les superviseurs contribueront et auront accès à certaines données sur les employés qui relèvent de leur compétence ainsi qu'aux données sur les employés qui sont admissibles à un poste au sein de leur unité de travail); pour effectuer des enquêtes et poster des publications de la Société; pour la production des rapports de la gestion (c'est-à-dire le rapport sur les langues officielles, les droits de la personne et l'équité en matière d'emploi, les prévisions quant aux ressources en main-d'oeuvre/demandes de travail; et à d'autres fins de recherche (c'est-à-dire recherche dans le domaine des relations industrielles, des études d'organisation, des comparaisons inter- entreprises, des analyses des tendances). ***Normes de conservation et de destruction :*** La destruction des données relatives aux différents programmes soutenus par le SIRH est régie par le calendrier des délais de conservation des banques pertinentes. ***No. APC :*** 88-007 ***Enregistrement (SCT) :*** 001348 ***Numéro de fichier :*** SCP PPE 804

Système national des présences

Description : Cette banque informatisée renferme, sous forme de rapport, divers renseignements comme le nom de l'employé, le numéro d'identification de l'employé, les heures de travail et les déplacements entre les postes de travail pendant un quart prévu, les heures supplémentaires, les primes de quart, les pauses de travail, les calendriers de quart, les congés prévus ou les jours de congé restants ainsi que les absences non prévues. Il est à signaler que certaines données en clair peuvent se trouver au fichier Paie et Présences, SCP-PPE-815. ***Catégorie de personnes :*** Tous les employés actuels ou ayant récemment quitté la SCP, qui sont ou qui ont été assignés à un site du SNP. ***But :*** Ce fichier a pour but de recueillir les données sur les présences et les congés aux sites SNP afin de surveiller les déplacements entre les postes des de travail des employés pendant les quarts et d'obtenir une ventilation de la répartition de la main-d'oeuvre par quart de travail à chaque établissement. ***Usages compatibles :*** Les dossiers servent à confirmer les droits salariaux et autres des employés, à déterminer les schémas de répartition de la main-d'oeuvre par quart de travail à chaque établissement SNP, à prévoir les affectations des employés réguliers et occasionnels, à effectuer des vérifications et à compiler des statistiques. Les données en direct peuvent être consultés por 16 semaines après quoi elles sont archivées sur bande magnétique. Les employés qui demandent accès à ce fichier doivent d'abord produire leur numéro d'identification d'employé, indiquer leur emplacement de travail et préciser la période à laquelle se rapportent les données. ***Normes de conservation et de destruction :*** Les dossiers seront conservés pendant un minimum de deux ans. ***Enregistrement (SCT) :*** 003547 ***Numéro de fichier :*** SCP PPE 831

Systèmes de contrôle de l'accès

Description : Le fichier contient des demandes de carte d'identité, des demandes de laissez-passer temporaires, des photographies, des données sur l'inscription des visiteurs et des rapports d'incidents occasionnels, ainsi que des documents d'appoint. L'information qui existe sur support informatique est limitée. Le système de carte d'accès et d'alarme peut aussi produire des rapports pour assister aux enquêtes d'incident et à l'analyse statistique. Les personnes qui désirent avoir accès à ce fichier doivent préciser le lieu de travail et la date d'emploi. ***Catégorie de personnes :*** Employés et entrepreneurs qui ont accès aux installations de la Société. ***But :*** Le fichier vise à contrôler l'accès à certaines installations, et à garantir la sécurité des employés et des biens de la Société et de tout le courrier en cours de transmission. ***Usages compatibles :*** Les dossiers servent à l'émission et à la révocation des cartes d'identité ou des laissez-passer, et au maintien de la sécurité des immeubles. ***Normes de conservation et de destruction :*** Les documents sont gardés pendant deux ans après la date d'expiration des cartes, puis sont détruits. ***Enregistrement (SCT) :*** 001364 ***Numéro de fichier :*** SCP PPE 823

six exercices suivant la fin de la subvention. Les documents du système du grand livre auxiliaire pour la réinstallation sont détruits six ans après la fermeture du dossier. *Enregistrement (SCT) :* 001358 *Numéro de fichier :* SCP PPE 816

Services aux régions du Nord
Description : Les dossiers en clair comprennent des certificats de naissance et de mariage, des indemnités de poste isolé, des attestations d'étude et des déclarations de conjoint de fait; des certificats officiels de citoyenneté; des documents d'autorisation de déplacement et des demandes de remboursement de frais de déplacement et des dossiers de présence. Les données informatisées comprennent le nom, le numéro d'identification de l'employé, l'état matrimonial, la date de naissance, l'adresse à domicile, les données sur les présences, les congés, les salaires et les déplacements, l'unité de négociation, le profil de bureau, les données du poste, les profils annexes, les indemnités de poste isolé et d'autres droits spéciaux. Les données relatives aux nouveaux employés sont extraites du Système d'information des ressources humaines (SCP PPE 804); et partagées avec les Décaissements (voir Comptes fournisseurs, SCP PPE 820) ainsi que les Opérations du service de la paie. *Catégorie de personnes :* Près de 300 employés des services aux régions du Nord et leurs personnes à charge. *But :* Appuyer la rémunération des employés des Services aux régions du nord. *Usages compatibles :* Déterminer et administrer les indemnités de poste isolé (avantage imposable) aux employés des services aux régions du Nord, y compris les frais de déplacement de leur famille; vérifier les données de nomination, pour mettre à jour les listes des employés en service; surveiller les présences et les frais de déplacement; effectuer des envois intéressant particulièrement les employés ou les services des régions du Nord; et pour répondre aux demandes de renseignements. *Normes de conservation et de destruction :* Les dossiers seront conservés pendant un minimum de deux ans suivant la cessation d'emploi. *Enregistrement (SCT) :* 003548 *Numéro de fichier :* SCP PPE 832

Services spéciaux
Description : Ce fichier contient des renseignements personnels réunis au cours du traitement des questions délicates concernant les employés, et comprend des évaluations du problème, des solutions de rechange, des recommandations et la décision prise par la suite, à savoir la poursuite du travail, l'imposition de mesures disciplinaires, le déplacement, la rétrogradation ou la cessation d'emploi. Précisons que le règlement des frais d'inscription est aussi versé aux Comptes fournisseurs (SCP PPE 820). *Catégorie de personnes :* Un pourcentage restreint d'employés non-syndiqués qu'on dirige vers les Services spéciaux parce qu'il s'agit d'employés problèmes ou dont le poste a été déclaré superflu. *But :* Le fichier vise la prestation de conseils objectifs à la haute direction sur les cas épineux de certains employés non syndiqués. *Usages compatibles :* Les documents y figurant servent à garantir le traitement humanitaire et conséquent, dans la légalité, des cas soumis. Des notes sur les décisions prises (non motivées) peuvent être versées aux Dossiers individuels sur le personnel (SCP PPE 802). *Normes de conservation et de destruction :* Les documents sont conservés pendant une période de douze ans après le dernier emploi administratif (par exemple, règlement de la question) avant d'être détruits. *No. APC :* 88-007 *Enregistrement (SCT) :* 001355 *Numéro de fichier :* SCP PPE 812

Stationnement
Description : Ce fichier réunit les demandes de permis et les documents relatifs au stationnement de véhicules à moteur sur les terrains loués ou appartenant à la Société. Il existe aussi des dossiers d'opérations informatisés. Les personnes qui désirent avoir accès à ce fichier doivent préciser le lieu de travail et les dates d'emploi. *Catégorie de personnes :* Employés et entrepreneurs de la Société qui ont demandé ou reçu un permis de stationnement de la SCP. *But :* Le présent fichier vise le contrôle du stationnement à proximité de certains édifices de la Société. *Usages compatibles :* Les documents doivent servir à surveiller l'émission et la révocation de permis de stationnement, et dans les cas de poursuite par la GRC pour violation des règlements de stationnement. Les documents peuvent aussi aider à organiser le co-voiturage. Il est à noter que certains dossiers sont hors de la portée de la SCP car plusieurs employés détiennent des permis de stationnement obtenus de fournisseurs privés. *Normes de conservation et de destruction :* Les documents sont conservés pendant deux ans après l'année financière de l'expiration du permis avant d'être détruits. *Enregistrement (SCT) :* 001359 *Numéro de fichier :* SCP PPE 817

Système d'information sur les ressources humaines (SIRH)
Description : Le présent fichier informatisé remplace l'ancien système du même titre (l'ancien SIRH) ainsi que la Base de données sur le personnel (SCP PPE 803). Il contient des renseignements comme la date d'entrée en fonction et le nombre d'années de service à la Société canadienne des postes, la date d'entrée en fonction à la fonction publique, la date de base et les années de service valides, le numéro d'identification de l'employé, la date de naissance, le sexe, l'adresse à la maison et le numéro de téléphone, la personne avec laquelle communiquer en cas d'urgence, le type d'employé (temps- plein, temps partiel, à terme, occasionnel, etc.), le titre et le numéro de poste, la catégorie linguistique, le code d'exclusion, la durée de la semaine de travail, le salaire de base, l'unité de travail, le lieu de travail et le numéro de téléphone, le degré de bilinguisme, le niveau du visa d'intégrité, les résultats des évaluations du rendement, le dossier des nominations, la date et le motif de cessation d'emploi. Le numéro d'assurance sociale est recueilli et utilisé à des fins non statutaires, jusqu'à ce qu'il puisse être remplacé par le numéro d'identification des employés. *Catégorie de personnes :* Il y a des

régleurs de l'extérieur. Ils servent également à étayer les réclamations de la Société concernant certaines polices en vigueur, et à aider à diminuer les pertes et à mettre en place des mesures de prévention des sinistres. Précisons que certains renseignements peuvent être fournis aux compagnies d'assurance, aux avocats représentant l'une ou l'autre des parties et à la police pour faciliter le règlement des sinistres. ***Normes de conservation et de destruction :*** Les documents sont conservés pendant six années financières après le règlement des réclamations faites à la Société ou présentées par celle-ci, à moins qu'une personne mineure ne soit concernée, auquel cas les documents sont conservés pendant six années financières après que le mineur ait atteint sa majorité (âge qui varie selon les provinces). ***No. APC :*** 88-007 ***Enregistrement (SCT) :*** 001360 ***Numéro de fichier :*** SCP PPE 819

Refus de travailler

Description : Ce fichier contient des dossiers tels que des refus documentés présentés par des employés qui choisissent de ne pas travailler dans des conditions ou des endroits dangereux, des rapports d'enquête dressés par la SCP et les agents de sécurité de Développement des ressources humaines Canada, des inscriptions quotidiennes au livre d'information, des dossiers sur des mesures correctives ainsi que de la correspondance ou de la documentation générale concernant la gestion. Certains renseignements sont conservés dans des dossiers informatisés du Système sur les refus de travailler. Les employés qui désirent consulter la banque doivent fournir des renseignements tels que la date à laquelle ils ont refusé de travailler à l'endroit dont il s'agissait. ***Catégorie de personnes :*** Tous les employés en fonction et les employés ayant récemment quitté la Société canadienne des postes qui ont refusé de travailler pour des raisons de sécurité. ***But :*** Ce fichier a été créé dans le but d'assurer et de promouvoir un milieu de travail sans danger. ***Usages compatibles :*** Les dossiers servent à évaluer la sécurité d'un emplacement ou d'un environnement de travail particulier, à mener des entrevues factuelles avec les employés intéressés, à faciliter au besoin les enquêtes menées par Développement des ressources humaines Canada, à présenter la position de la Société aux conseils de sécurité du CRTC, à remédier aux situations dangereuses et à aviser les employés concernés des risques et des précautions à prendre pour les éviter. ***Normes de conservation et de destruction :*** En cours d'élaboration. ***Enregistrement (SCT) :*** 003740 ***Numéro de fichier :*** SCP PPE 806

Réinsertion professionnelle

Description : Ce fichier de renseignements contient des dossiers comme des feuilles de renvoi, des évaluations de la condition physique au travail, des sommaires d'évaluation médicale, des formulaires d'entrevue initiale et de suivi, des notes sur les progrès, des rapports de recommandations, des rapports de fermeture de cas, des rapports statistiques mensuels, des sommaires d'exigences physiques et de la correspondance connexe. (Il y a lieu de prendre note que des dossiers de consultation peuvent se retrouver dans Griefs et arbitrages, SCP PPE 813, Dossier de santé des employés, SCP PPE 840, et dans Demandes de règlement à la Commission des accidents de travail, SCP PPE 845). ***Catégorie de personnes :*** Les employés de la Société canadienne des postes qui souffrent d'une incapacité partielle permanente par suite d'un accident ou d'une maladie. ***But :*** Appuyer la réintégration professionnelle des employés souffrant d'une incapacité partielle permanente. ***Usages compatibles :*** Les dossiers que le fichier contient servent à élaborer et à mettre en oeuvre des programmes à l'intention des employés visés, à faciliter la communication avec les intervenants (par exemple, le médecin traitant, les consultants médicaux et infirmiers, la gestion hiérarchique), à répondre aux griefs et aux plaintes, à veiller à la conformité au Code Canadien de travail, aux lois sur les accidents du travail et à la Loi sur les droits de la personne et à faire des suivis et des vérifications. ***Normes de conservation et de destruction :*** Les documents sont conservés pendant cent (100) ans suivant l'exercice au cours duquel s'est fait la réadaptation de l'employé. ***Enregistrement (SCT) :*** 003292 ***Numéro de fichier :*** SCP PPE 851

Réinstallation

Description : Ce fichier réunit les documents suivants : lettres d'offre d'emploi, autorisations, avances, réclamations, paiements aux fournisseurs, reçus et correspondance sur la réinstallation et, s'il y a lieu, des documents sur les transactions immobilières. Des données sur les dépenses se trouvent aussi dans le fichier automatisé des réinstallations du système du grand livre auxiliaire. Précisons que les documents sur le règlement des coûts sont aussi versés au fichier Comptes fournisseurs (SCP PPE 820). Ce fichier contient aussi le numéro d'assurance social là où il s'agit de dossiers qui précèdent l'exercice 1993-1994. Les personnes qui désirent avoir accès à ce fichier doivent préciser le lieu de la réinstallation et les dates approximatives. ***Catégorie de personnes :*** Employés de la Société qui doivent ou qui viennent de se réinstaller, ainsi que sur les nouveaux employés qui doivent déménager pour venir travailler à la Société canadienne des postes. ***But :*** Le présent fichier porte sur la réinstallation des employés. ***Usages compatibles :*** Les documents servent à administrer la procédure de réinstallation (autorisations, avances, réclamations et paiements); et à des fins de budgétisation, de vérification et de recherche. Les renseignements peuvent être divulgués, avec le consentement de l'employé intéressé, à des compagnies de réinstallation et des compagnies de déménagement et à des avocats représentant l'une ou l'autre des parties engagées dans des transactions immobilières pour accélérer la procédure. ***Normes de conservation et de destruction :*** Les documents sont conservés pendant les six exercices suivant l'année pendant laquelle a été effectuée la dernière transaction financière. Les dossiers de subvention au logement sont conservés pendant les

et les lettres échangées sur le sujet. Au chapitre des renseignements personnels, on y trouve pour chaque candidat son adresse et son numéro de téléphone, l'adresse et le numéro de téléphone de l'établissement qu'il fréquente, des échantillons de ses travaux scolaires, ses relevés de notes, des lettres de recommandation et la preuve de son inscription à l'université. L'information qui existe sur support informatique est limitée. Le numéro d'assurance sociale des boursiers figure également dans la banque, la loi exigeant que les renseignements ayant trait aux bourses d'études soient signalés à Revenu Canada, Impôt. Ces renseignements sont transmis à la direction Finances en vue de la production des relevés T-4. *Catégorie de personnes :* Les enfants des employés à plein temps et à temps partiel qui ont présenté une demande de bourse. *But :* Soutenir l'administration d'un programme de bourses d'études destiné aux enfants des employés de la SCP. *Usages compatibles :* Les demandes de bourse sont évaluées en fonction des résultats scolaires et des qualités de chef dont ont fait montre les candidats par le biais de leur engagement à l'école et dans la collectivité. Des comités de sélection divisionnaires choisissent les lauréats, qui en sont ensuite avisés par le gestionnaire du programme. Après l'attribution des bourses mais avant l'émission des chèques, on demande aux lauréats de fournir leur numéro d'assurance sociale et la preuve de leur inscription à l'université. Sont requises au fins de renouvellement d'une bourse un relevé de notes officiel et une preuve d'inscription à l'université pour l'année suivante. Il peut arriver que le nom des lauréats ou de leurs parents soit divulgué, en particulier dans les publications internes. *Normes de conservation et de destruction :* Les demandes de bourse d'études non retenues sont conservées pendant les trois exercices suivant l'année pendant laquelle la décision a été prise. Les documents concernant les demandes retenues sont conservés pendant les six exercices suivant la remise de la bourse. Les documents relatifs à la base de données du Programme de bourses sont conservés pendant les six exercices suivant la réception et vérification des données d'entrée. *Enregistrement (SCT) :* 003157 *Numéro de fichier :* SCP PPE 835

Programme de réaménagement des effectifs de la Société (PRES)

Description : Ce fichier réunit les renseignements comme les avis d'intérêt, le nom de l'employé, la durée du service, le profil salarial, les montants estimés des incitations à la retraite ou au départ, les acceptations ou les refus des offres incitatives, les renvois à des conseillers en orientation de carrière, ainsi que des données fiscales ou financières. Certains fichiers existent aussi sous forme automatisée dans le Système d'information sur les ressources humaines SCP PPE 804. On peut trouver également des fichiers connexes dans d'autres fichiers (par exemple, Paie, avantages sociaux et présences SCP PPE 815, et Dossier de carrière des employés SCP PPE 808. *Catégorie de personnes :* Les employés actuels ou ceux ayant récemment quitté la Société canadienne des postes qui ont exprimé leur intérêt à un plan de retraite anticipée ou d'incitation au départ, ainsi que les employés référés au personnel du PRES. *But :* Ce fichier sert à appuyer les objectifs de restructuration de la SCP en offrant des plans facultatifs de retraite anticipée ou d'incitation au départ des employés admissibles. *Usages compatibles :* Les documents servent à confirmer l'admissibilité des demandeurs au programme d'incitation, évaluer cas par cas les montants des indemnités de départ, faire des offres aux demandeurs admissibles et traiter les paiements versés aux employés qui ont accepté l'indemnité de départ volontaire. *Normes de conservation et de destruction :* En cours d'élaboration. *Enregistrement (SCT) :* 003738 *Numéro de fichier :* SCP PPE 834

Réclamations — gestion du risque

Description : Ce fichier réunit des documents sur les réclamations qui concernent des cas de dommages à la propriété, de responsabilité civile et d'accidents de la circulation, des avis juridiques, des ententes de règlement et d'autres documents sur les accidents d'automobile et d'autres accidents avec des tiers. Les documents réunissent des renseignements sur les parties en cause, leurs assureurs (s'il y a lieu), et sur la nature de la blessure ou de la perte (d'emploi ou de revenu). Les documents portent aussi sur les pertes causées par les incendies et les crimes comme le vol, l'effraction et le vandalisme. Le Système d'information de la gestion du risque contient aussi certains dossiers informatisés qui donnent des renseignements sur les noms des employés et des requérants, la nature de la perte et le coût des règlements. Précisons que les documents sur le règlement des frais sont aussi versés au fichier Comptes fournisseurs (SCP PPE 820), que ceux sur les conducteurs de véhicules (y compris ceux sur les accidents qui n'entraînent pas de réclamations présentées par des tiers) sont conservés dans le fichier Services automobiles (SCP PPE 825), que les réclamations d'indemnisation pour accidents de travail sont classées dans le fichier Demandes de règlement à la Commission des accidents de travail (SCP PPE 845), et que les réclamations portant sur le courrier en retard, perdu ou endommagé sont versées dans le fichier Services à la clientèle (SCP PPU 030). Les personnes qui désirent avoir accès à ce fichier doivent préciser, notamment, le lieu et la date du sinistre. *Catégorie de personnes :* Employés de la Société victimes de sinistres (conducteurs de véhicules de la Société et facteurs) ainsi que sur les tiers qui présentent des réclamations ou à qui la Société réclame des dédommagements. *But :* Le présent fichier porte sur le traitement des réclamations présentées par la Société canadienne des postes et par des tiers. *Usages compatibles :* Les documents servent à déterminer la responsabilité dans le cas d'accidents de voiture, d'incendies et d'accidents avec des tiers; approuver les ententes de règlement (paiements faits à la Société ou par celle-ci). Comme les véhicules des postes sont assurés, les réclamations sont traitées par des

paie et d'administration des salaires et des avantages sociaux au sein de la Société canadienne des postes, à savoir : calculer la paie, émettre des chèques, faire des dépôts pour les employés et répondre à leurs demandes sur la paie; permettre la vérification et le rapprochement des comptes de paie (pour régler, par exemple, les cas de paiements en trop, pour toucher les sommes dues à la Couronne et pour mettre en vigueur les ordres de saisies-arrêts); et fournir d'autres données sur la paie et les présences à la direction aux fins d'analyses coûts-bénéfices, de négociations collectives, de budgétisation, et autres. Les renseignements sont détenus aussi par Services Gouvernementaux Canada (pour faciliter l'administration des régimes de retraite); par Revenu Canada — Impôt (revenu et retenues) par les commissions des accidents de travail provinciales, par les organismes provinciaux d'assurance-maladie, et les compagnies d'assurance médicale collective. Des renseignements sont aussi transmis à Développement des ressources humaines Canada, particulièrement pour les cessations d'emploi, conformément à la Loi sur l'assurance-emploi et aux règlements connexes. Les dossiers servent aussi à traiter les demandes d'indemnisation d'invalidité et d'accident du travail ainsi que les plaintes et les griefs relatifs à la paie (voir le fichier SCP PPE 813). ***Normes de conservation et de destruction :*** Les registres de présences sont conservés pendant trois années suivant l'exercice au cours duquel ils ont été soumis. Les dossiers annuels sur les présences et les autres dossiers sur la paie sont conservés pendant la durée d'emploi à la Société canadienne des postes. Deux ans suivant l'année de la cessation d'emploi, ces dossiers sont transmis aux Archives nationales du Canada et sont détruits lorsque l'employé atteint l'âge de quatre-vingt ans (pourvu qu'une période de deux ans se soit écoulée après le dernier usage administratif). Les données contenues dans le Système sur les congés et les présences du siège social sont conservées pendant trois ans. Les dossiers contenant les données de fin d'année sur l'Association canadienne des maîtres de poste et adjoints sont conservés pendant deux ans. Les données du Système national sur les versements en trop sont conservées pendant six ans après le dernier usage administratif. ***No. APC :*** 88-007 ***Enregistrement (SCT) :*** 002010 ***Numéro de fichier :*** SCP PPE 815

Plaintes relatives aux langues officielles
Description : Ce fichier contient des documents exposant la nature, l'étendue et la portée de la plainte, le lieu où le problème est survenu ainsi que les résultats de l'enquête et le règlement qui a suivi. L'identité des plaignants est protégée tout au long de l'enquête en vertu de l'article 60 de la Loi sur les langues officielles. Par conséquent, les documents demeurent anonymes, à moins que le plaignant ou la plaignante accepte de dévoiler son identité ou que la plainte ait été déposée directement auprès de la SCP. ***Catégorie de personnes :*** Employés qui déposent une plainte soit directement auprès de la SCP, soit auprès du Commissaire aux langues officielles (n'inclut pas les dossiers traités par le Service à clientèle). ***But :*** Appuyer l'enquête et le règlement des plaintes déposées par des employés en vertu de la Loi sur les langues officielles et constituer un chemin de vérification des mesures prises. ***Usages compatibles :*** Les documents sont utilisés pour fournir des rapports aux organismes externes responsables de l'administration de la Loi sur les langues officielles et des règlements connexes. Ils peuvent également être présentés en cour fédérale ou à de tierces parties désignées pour faciliter le règlement de plaintes, de griefs ou de poursuites en justice. ***Normes de conservation et de destruction :*** En cours d'élaboration. ***Enregistrement (SCT) :*** 003932 ***Numéro de fichier :*** SCP PPE 853

Programme d'intéressement des employés
Description : Le fichier comporte, entre autres, les documents suivants : titres de poste, description de la mesure d'économie, rapports d'évaluation et nature de la récompense (dont les prix en argent). Des renseignements personnels limités sont aussi versés dans le système du Programme d'intéressement à l'entreprise (PIE), notamment, le nom, le numéro d'assurance sociale, la classification de l'employé, le numéro et la nature de l'initiative. Le fichier contient également le numéro d'assurance sociale, qui continuera à servir d'identificateur jusqu'à ce que la Société se dote d'un système de numérotation des employés. Les personnes désirant avoir accès au fichier doivent préciser le numéro de l'initiative, la date et le lieu. ***Catégorie de personnes :*** Employés qui ont présenté des suggestions. Précisons que les renseignements concernant la remise de primes pour conduite sécuritaire au volant sont versés au fichier Gestion du parc de véhicules (SCP PPE 825) et que les documents concernant le règlement des coûts des primes sont aussi classés au fichier Comptes fournisseurs (SCP PPE 820). ***But :*** Le présent fichier porte sur le Programme d'intéressement à l'entreprise. ***Usages compatibles :*** Le fichier est utilisé pour encourager, déterminer et récompenser les suggestions pertinentes faites par les employés de la Société. Les avis concernant les primes peuvent être joints définitivement aux Dossiers individuels sur le personnel (SCP PPE 802) et (ou) au fichier Système d'information sur les ressources humaines (SCP PPE 804). Une liste des initiatives est distribuée aux gestionnaires afin qu'ils étudient la possibilité de les appliquer dans leur secteur respectif. Le système informatisé sert au contrôle du traitement des initiatives et de la remise des prix, au besoin. Seulement certains renseignements concernant les gagnants peuvent être transmis au grand public par voie d'affichage, par les médias et dans les publications de la Société. ***Normes de conservation et de destruction :*** Les documents sont conservés pendant sept ans après l'année financière du dernier emploi administratif, après quoi ils sont détruits. ***Enregistrement (SCT) :*** 001351 ***Numéro de fichier :*** SCP PPE 807

Programme de bourses d'études
Description : Cette banque contient des données concernant les demandes reçues, les bourses accordées

destruction : Les documents sont conservés pendant trois ans après le règlement du grief ou son retrait, sauf si le cas est soumis à l'arbitrage, où alors les documents sont conservés pendant 21 ans suivant la décision rendue ou le retrait du grief. Un exemplaire des documents de grief/arbitrage est également transmis aux Archives nationales du Canada. S'ils sont considérés par l'archiviste national comme ayant une valeur historique ou archivistique, ils sont conservés en permanence. S'ils présentent une certaine valeur de jurisprudence, des résumés accessibles au public sont conservés dans le SIJRT pendant quinze ans. *No. APC :* 88-007 *Enregistrement (SCT) :* 001356 *Numéro de fichier :* SCP PPE 813

Infractions ayant trait aux affaires postales
Description : Ce fichier contient des renseignements réunis au cours d'enquêtes et fait état du détail des infractions commises. Pour ce qui concerne les employés, les renseignements portent sur des infractions comme le vol de courrier et le détournement de fonds; pour le grand public, le fichier contient, entre autres, les renseignements suivants : données sur les infractions commise à l'échelle nationale ou internationale, vols commis dans des bureaux de poste et des boîtes à lettres publiques, contrefaçon de mandats-poste, vol de courrier, transport d'explosifs ou d'autres substances dangereuses et vols à main armée dans des fourgons postaux. De plus, des renseignements sont recueillis sur les personnes ou les firmes soupçonnées de se servir de la poste à des fins illicites. Ce fichier contient également le numéro d'assurance sociale, qui continuera à servir d'identificateur jusqu'à ce que la Société se dote d'un système de numérotation des employés. *Catégorie de personnes :* Employés et entrepreneurs de la Société et particuliers soupçonnés ou reconnus coupables des infractions ayant trait aux affaires postales susmentionnées aux termes de la Loi sur la Société canadienne des postes et du Règlement afférent, ainsi que des dispositions du Code criminel sur les infractions relatives au courrier. *But :* Le présent fichier vise la résolution et la réduction des infractions ayant trait aux affaires postales, ainsi que d'assister à la protection des dirigeants et employés de la Société, de ses biens et des choses qui sont en cours de transmission postale. *Usages compatibles :* Les documents servent à étayer la procédure d'enquête et de renseignements établie pour résoudre et réduire les infractions contre la Société canadienne des postes. Certains renseignements peuvent être partagés avec la direction de la sécurité d'autres administrations postales, d'autres organismes fédéraux d'enquête et des services de police et, s'il y a lieu, avec le ministère de la Justice en vue d'une éventuelle poursuite judiciaire. *Normes de conservation et de destruction :* Les documents sont gardés pendant dix ans suivant la fin de l'enquête ou des procédures judiciaires ou quasi judiciaires avant d'être détruits. Dans le cas des procédures entamées en vertu de l'article 41 de la Loi sur la Société canadienne des postes, lorsqu'un arrêté d'interdiction a été émis, les documents sont conservés pendant une période de trois ans suivant l'année où l'arrêté a cessé d'être en vigueur. Ils sont ensuite transférés aux Archives nationales du Canada. Les documents qui, de l'avis de l'archiviste national, ont une valeur historique ou archivistique, sont conservés en permanence. *No. APC :* 88-007 *Enregistrement (SCT) :* 001365 *Numéro de fichier :* SCP PPE 824

Paie, avantages sociaux et présences
Description : Ce fichier contient notamment des lettres d'autorisation (par exemple, rémunération au rendement, prime au bilinguisme, paie d'intérim, exemptions d'assurance-emploi), des formulaires d'inscription (par exemple, formulaires de dotation, demandes au titre des régimes d'assurance collective chirurgicale-médicale et d'assurance), des feuillets TD1, T4 et d'autres renseignements sur les déductions d'impôts, les cotisations syndicales, l'assurance-maladie et le régime de pensions du Canada, le régime d'épargne et les instructions de dépôt, les rabais, les dossiers d'amendes, de suspensions, des fiches de temps, des rapports de présence, des certificats médicaux et d'autres formulaires de présences et de congés, des états des gains à jour et, le cas échéant, des dossiers sur les allocations, les primes d'encouragement, les avantages accessoires, les versements en trop, les saisies-arrêts et la cessation d'emploi. Le fichier contient d'autres documents de référence notamment les copies du certificat de naissance, la liste des emplois précédents, les certificats de maladie, les certificats de mariage, de séparation ou de divorce, le nom de la personne à prévenir en cas d'urgence, les procurations et les dossiers d'une succession, par exemple le nom des bénéficiaires. Certaines des données ont été informatisées et versées dans les systèmes de Comcheq et dans les systèmes suivants de la Société canadienne des postes : Congés et présences du siège social, Système national sur les versements en trop, système de paie et système de paie des aides Médiaposte. Précisons que les copies des lettres d'autorisation, des formulaires d'inscription, des renseignements des formulaires TD1 et des dossiers relatifs aux allocations, aux primes d'encouragement, aux avantages accessoires, aux saisies-arrêt et à la cessation d'emploi sont aussi versées au fichier Dossiers individuels sur le personnel (SCP PPE 802). Le fichier contient également le numéro d'assurance sociale, qui est requis entre autres par Revenu Canada et par Développement des ressources humaines Canada. Les employés qui désirent avoir accès à ce fichier doivent indiquer le lieu d'emploi, leur numéro d'assurance sociale et les dates en question, et préciser s'ils recherchent des renseignements sur les présences et la paie ou des renseignements sur les assurances. *Catégorie de personnes :* Tous les employés présentement à l'emploi de la Société canadienne des postes et ceux qui l'ont quittée récemment, et les aides Médiaposte. *But :* Le présent fichier porte sur les présences et les congés, et sur le versement des salaires et des avantages financiers aux employés. *Usages compatibles :* Les dossiers servent à fournir les renseignements nécessaires aux fonctions de

ressources humaines (SCP PPE 804). À noter que des renseignements sur la formation linguistique (langues officielles) des employés de la SCP sont partagés avec la Commission de la Fonction publique et le Conseil du Trésor et parfois établis avec ces organismes. ***Normes de conservation et de destruction :*** La plupart des dossiers concernant les cours et notamment les autorisations et les tests sont détruits deux ans après la fin de la formation. Les documents permanents, notamment, les exemptions à l'égard des langues officielles, les tests des connaissances linguistiques, les certificats et les sommaires des cours suivis de même que les renseignements informatisés sont conservés pendant deux ans après la cessation d'emploi. Un fichier maître des éléments ayant une valeur historique est conservé pendant dix ans seulement à des fins statistiques. ***No. APC :*** 88-007 ***Enregistrement (SCT) :*** 001349 ***Numéro de fichier :*** SCP PPE 805

Gestion du parc de véhicules
Description : Ce fichier réunit, entre autres, les documents suivants : déclarations de conducteurs, information sur les permis de conduire de la Société canadienne des postes et des provinces, énoncés sur les restrictions médicales, primes pour conduite sécuritaire, fiches et rapports d'accident, évaluations des possibilités de prévention des accidents, formation reçue, copies des réclamations pour dommages matériels, négociations de règlement ou tout autre document sur les accidents impliquant des véhicules loués ou appartenant à la Société. Il existe des dossiers informatisés pour certains renseignements. (Précisons que la majorité des documents sur les accidents entraînant des réclamations sont conservés dans le fichier Réclamations — Gestion du risque (SCP PPE 819). Les personnes désirant avoir accès à ce fichier doivent préciser le numéro de permis de conduire de la SCP, le lieu de travail et, le cas échéant, le lieu et la date de l'accident. ***Catégorie de personnes :*** Conducteurs des véhicules appartenant à la Société. ***But :*** Le présent fichier vise l'emploi efficace et sûr des véhicules. ***Usages compatibles :*** Les documents servent à valider les permis délivrés par les provinces et la Société canadienne des postes; à en tenir une liste à jour; à déterminer les possibilités de prévention des accidents et la responsabilité des dommages et à arriver au règlement, avec un tiers, des réclamations, en cas d'accident; à attribuer les primes pour conduite sécuritaire, à discerner les besoins en formation et la nécessité d'autres mesures préventives et à y pourvoir. (Des remarques sur la formation reçue et sur les évaluations des possibilités de prévention des accidents peuvent être versées aux Dossiers individuels sur le personnel (SCP PPE 802). Des renseignements peuvent, avec le consentement de la personne intéressée, être fournis aux ministères provinciaux des transports pour obtenir des données sur les dossiers de conduite (par exemple, points de démérite, suspension du permis de conduire). ***Normes de conservation et de destruction :*** Les fiches historiques des conducteurs de véhicules, qui contiennent notamment un résumé de la formation reçue, sont conservées pendant deux ans après la date où l'employé cesse d'occuper le poste de conducteur. Les résultats de tests sont conservés conformément aux dispositions des différentes conventions collectives, mais au moins pendant deux ans. Les rapports d'accident, les évaluations des possibilités de prévention des accidents et des copies des documents sur le règlement des réclamations sont conservés pendant six ans après le dernier emploi administratif. ***No. APC :*** 88-007 ***Enregistrement (SCT) :*** 002011 ***Numéro de fichier :*** SCP PPE 825

Griefs et arbitrages
Description : Ce fichier réunit, entre autres, les renseignements suivants : exposés par les employés et les représentants syndicaux, avis de réception et réponses de la direction, témoignages, avis juridiques, rapports d'enquête et d'analyse, descriptions de fonction (pour les griefs ayant trait à la classification), et décisions et déclarations d'arbitres, du Conseil canadien des relations du travail et de la Cour fédérale et correspondance connexe. Certains renseignements se retrouvent dans le Système informatisé des Relations du travail sur les griefs (SIRTG) et dans le Système informatisé sur la jurisprudence des relations du travail (SIJRT). Le SIRTG contient des données comme le nom du plaignant, le lieu, le niveau et l'objet du grief, les dates, et d'autres renseignements concernant le traitement du grief. Le SIJRT contient des résumés des sentences arbitrales comme le nom du plaignant, la nature du grief, les fondements des décisions et les remarques des arbitres. Le fichier contient également le numéro d'assurance sociale, qui continuera à servir d'identificateur jusqu'à ce que la Société se dote d'un système de numérotation des employés. Les personnes qui désirent avoir accès à ce fichier doivent préciser leur nom, l'unité de négociation, le numéro du grief ou de l'arbitrage ou d'autres détails comme la date, le lieu et l'objet du grief. ***Catégorie de personnes :*** Les griefs personnels soumis par des unités de négociation accréditées ou la Société canadienne des postes concernant la violation présumée de la convention collective. ***But :*** Le présent fichier sert au règlement des griefs relatifs à l'interprétation des conventions collectives. ***Usages compatibles :*** Les documents servent au traitement et au règlement des griefs relatifs à l'interprétation des conventions collectives à tous les paliers, selon la procédure qui prévoit, notamment, le renvoi des causes au siège des division, au siège social, en arbitrage, au Conseil canadien des relations du travail ou à la Cour fédérale; à des fins de recherche, comme les analyses de tendances et les analyses thématiques; à la transmission à la haute direction d'informations sur les cas chroniques et les problèmes croissants ou récurrents, et à la formation et l'éducation des agents des Relations du travail. Le SIRTG facilite le traitement des griefs et permet de produire des rapports en vue des négociations collectives. Le SIJRT fournit à la direction un accès direct aux résumés de sentences arbitrales (qui sont en grande partie du domaine public). ***Normes de conservation et de***

comprendre des griefs, des rapports médicaux, des évaluations et de la correspondance personnelle. Les personnes qui désirent avoir accès à ce fichier doivent préciser le nom du plaignant, le lieu et la date de l'événement ou de la plainte. *Catégorie de personnes :* Personnes qui ont déposé des plaintes pour traitement injuste ou harcèlement, ainsi que sur les personnes qui sont présumées en être les responsables. *But :* Le présent fichier vise le règlement des cas de traitement injuste fondés sur les motifs établis dans la Loi canadienne sur les droits de la personne. *Usages compatibles :* Les documents servent à déterminer s'il y a effectivement eu ou non traitement injuste ou harcèlement. (Précisons que les documents concernant les plaintes ne sont pas versés au dossier personnel du plaignant — voir le fichier SCP PPE 802); et à recommander des décisions à la direction, ou à appuyer celles qu'elle prend, sur la mutation ou l'imposition de mesures disciplinaires aux employés ou d'autres mesures correctives comme, par exemple, si la plainte est fondée sur une politique ou une procédure de la Société. On peut verser un avis disciplinaire établissant la culpabilité de l'employé coupable d'harcèlement dans le Dossier personnel de celui-ci. Des renseignements peuvent être divulgués à titre confidentiel aux autorités compétentes de la Société et à la Commission canadienne des droits de la personne pour faciliter le règlement des plaintes. *Normes de conservation et de destruction :* Les documents sont conservés pendant une période de deux ans après l'année civile du dernier emploi administratif, qui correspond habituellement au règlement de la plainte. *No. APC :* 88-007 *Enregistrement (SCT) :* 001352 *Numéro de fichier :* SCP PPE 809

Équité en matière d'emploi

Description : Ce fichier réunit des données, informatisées et imprimées, d'Équité en matière d'emploi, notamment le sexe, l'origine nationale et l'invalidité. Il contient également le numéro d'identification des employés. Les personnes qui désirent avoir accès à ce fichier doivent préciser leur nom au complet. *Catégorie de personnes :* Employés qui ont répondu au questionnaire d'auto- identification d'Équité en matière d'emploi. Les employés ne répondent au questionnaire que s'ils le désirent. Les renseignements recueillis à l'aide du questionnaire sont classés selon les groupes désignés : les femmes, les minorités visibles, les personnes handicapées et les autochtones. *But :* Le présent fichier servira à mettre sur pied une base de données dans le cadre du Programme d'équité en matière d'emploi de la Société dont l'objectif est l'atteinte d'une représentation équitable des membres des groupes désignés au sein de l'effectif de la Société. Le fichier permettra également de satisfaire aux exigences de déclaration de la Loi sur l'équité en matière d'emploi. *Usages compatibles :* Les documents servent à réaliser un profil personnel des groupes d'employés et à comparer la situation des membres des groupes désignés avec celle des autres groupes au sein de la Société et avec leurs homologues sur le marché du travail. Les données statistiques servent à évaluer le nombre d'employés faisant partie des groupes désignés (par lieu géographique, selon le salaire et la catégorie professionnelle) au sein de la Société, et, s'il y a sous-représentation, à élaborer des programmes et des politiques qui permettront de corriger la situation. Enfin, on utilise les données d'Équité en matière d'emploi chaque année pour produire le Rapport annuel destiné à Développement des ressources humaines Canada. *Normes de conservation et de destruction :* Les imprimés sont conservés trois ans jusqu'à ce qu'ils soient utilisés pour préparer des rapports au Parlement. On élabore actuellement un calendrier de conservation des dossiers informatisés. *No. APC :* 88-007 *Enregistrement (SCT) :* 001353 *Numéro de fichier :* SCP PPE 810

Formation

Description : Ce fichier réunit les documents suivants : demandes de cours, autorisations, inscriptions et évaluations, déclarations de langue officielle, résultats d'examen, certificats, dossiers de règlement des frais d'inscription et correspondance connexe. Les dossiers contiennent : première langue officielle, lieu de travail, formation demandée, requise ou entreprise et, période de formation. Des données sommaires se trouvent aussi dans le Système d'information sur les ressources humaines (SCP PPE 804). Précisons que les documents sur les cours de conduite de véhicules sont versés au fichier Services automobiles (SCP PPE 825) et que certains dossiers de règlement des frais d'inscription sont versés aux Comptes fournisseurs (SCP PPE 820). Ce fichier contient également le numéro d'assurance sociale, lorsqu'il s'agit d'anciens documents. Les personnes qui désirent avoir accès à ce fichier doivent préciser le titre de poste, le lieu de travail et la durée de l'emploi, ainsi que le genre, le lieu et les dates du cours. *Catégorie de personnes :* Employés qui participent à des programmes de formation parrainés par la Société dans des domaines comme la gestion, les langues officielles, la commercialisation et la vente, l'entretien de l'équipement, le codage et le contrôle de la qualité. *But :* Le présent fichier porte sur la formation fournie aux employés. *Usages compatibles :* Les documents servent à étayer l'approbation, l'inscription, la participation et l'évaluation des employés en stage de formation (y compris les cours donnés en dehors de la SCP) et à attester leurs compétences; à contribuer à l'évaluation des besoins; à préparer des profils de poste, de candidat, à prévoir les besoins en formation, et à établir les calendriers de cours et les charges de travail pour les agents de formation ainsi que les budgets; étayer les décisions concernant la planification de la relève, les présences et les dépenses, la rémunération et les avantages, les mutations, les promotions et les évaluations de rendement, et à répondre aux demandes des employés, de leurs superviseurs ou de leurs agents de négociation. Les dossiers de participation, d'exemption et de compétence peuvent être versés dans le fichier Dossiers individuels sur le personnel (SCP PPE 802), mais les renseignements sur les besoins et les réalisations des employés peuvent être versés dans le fichier Système d'information sur les

Les personnes qui désirent avoir accès à ce fichier doivent préciser le titre du poste, le lieu de travail et la durée de l'emploi. Il faut prendre note que l'emploi des descriptions susmentionnées permet un accès plus sélectif aux renseignements. ***Catégorie de personnes :*** Employés actuels de la Société et tous les employés qui l'ont quittée récemment. ***But :*** Le présent fichier vise la coordination des diverses fonctions relatives à la rémunération, aux avantages sociaux et au personnel; il doit aussi servir à conserver les dossiers qui se rapportent à chacune d'elles. ***Usages compatibles :*** Les documents servent à s'assurer de l'exactitude des salaires, des retenues sur les salaires et des cotisations (voir aussi le fichier Paie et présences SCP PPE 815), et à fournir des conseils sur les avantages sociaux accordés; à étayer et à valider les décisions relatives aux nominations, aux mutations, aux primes, aux promotions, aux mesures disciplinaires, aux rétrogradations, à la cessation d'emploi et à la caisse de retraite; faciliter et coordonner certaines fonctions relatives au personnel, à savoir, rémunération et avantages sociaux, perfectionnement et planification des ressources humaines, perfectionnement des cadres supérieurs, formation, réinstallation, intéressement des employés, services automobiles, santé et sécurité professionnelles et environnement, et cotes de sécurité; à établir certaines recherches (par exemple, la comparaison des niveaux des salaires et des avantages sociaux avec ceux d'autres entreprises, la gestion de carrière, l'amélioration de l'organisation, les recherches appliquées sur le personnel); et à vérifier les références d'emploi. Certains renseignements sont divulgués à des tiers, comme le précisent les descriptions des fichiers de renseignements personnels susmentionnés (notamment les fichiers de Paie et de présences). De plus, certains renseignements sur les nouveaux membres et le changement de statut d'emploi sont divulgués aux syndicats. ***Normes de conservation et de destruction :*** Les documents sont conservés pendant toute la durée de l'emploi à la Société. (Les avis disciplinaires sont conservés conformément aux dispositions des conventions collectives et les dossiers sur les saisies-arrêts sont conservés pendant les deux années qui suivent le règlement avant d'être détruits.) Deux ans suivant l'année de la cessation d'emploi, les documents sont transférés aux Archives nationales du Canada et y sont détruits lorsque l'employé atteint l'âge de quatre-vingt ans (pourvu qu'au moins deux ans se soient écoulés depuis la dernière mesure administrative). Ils sont conservés en permanence si l'archiviste national considère qu'ils ont une valeur historique ou archivistique. ***No. APC :*** 88-007 ***Enregistrement (SCT) :*** 001346 ***Numéro de fichier :*** SCP PPE 802

Dotation et emploi

Description : Ce fichier réunit, entre autres, les renseignements et documents suivants : offres de services sollicités ou non, accusés de réception, demandes de dotation, description de tâches, échelles de salaire, profils de choix, avis de concours, demandes de mutation, listes d'ancienneté, d'employés excédentaires, de mises à pied, de rappel et d'admissibilité, inventaires de la main-d'oeuvre, curriculum vitae (expérience et études), lettres de référence et vérifications à cet égard, données sur les compétences linguistiques, feuilles d'examen, tests et résultats, profils de personalité dans l'entreprise, listes de candidats, notes d'entrevue et évaluations du jury, listes d'admissibilité, offres d'emploi, avis aux candidats concernant le droit d'appel, documents sur des appels et correspondance connexe. Ce fichier contient également le numéro d'assurance sociale, qui continuera à servir d'identificateur jusqu'à ce que la Société se dote d'un système de numérotation des employés. Les personnes qui désirent avoir accès à ce fichier doivent préciser le numéro et la date du concours, le cas échéant, ainsi que le titre du poste et le lieu de travail. ***Catégorie de personnes :*** Personnes qui font des demandes d'emploi ou qui sont engagées pour remplir, au sein de la Société, des postes temporaires ou permanents. ***But :*** Le présent fichier porte sur les fonctions de dotation interne et de recrutement externe de la Société canadienne des postes. ***Usages compatibles :*** Les demandes d'emploi sont examinées lorsqu'un poste devient vacant. Les documents sur la dotation servent à fournir des renseignements objectifs sur les candidats les plus aptes à remplir de nouveaux postes ou des postes vacants (des notes sur les décisions concernant la dotation peuvent être versées aux Dossiers individuels sur le personnel (SCP PPE 802), Paie et présences (SCP PPE 815) et au Système d'information sur les ressources humaines (SCP PPE 804); étayer la planification de la relève et le perfectionnement professionnel; assurer une réponse aux candidats concernant leur demande d'emploi et leurs entrevues, et à traiter les plaintes, les appels et les griefs relatifs aux nominations et aux promotions (voir au fichier Griefs, SCP PPE 813). Il est possible d'afficher et de remettre aux agents des unités de négociation des renseignements personnels limités sur l'ancienneté, le personnel excédentaire et les mises à pied. De plus, en vertu de conditions rigoureuses sur le caractère confidentiel de la divulgation de renseignements, des renseignements personnels sur les candidats retenus peuvent être divulgués à ceux dont la candidature n'a pas été retenue, pour mieux étayer les décisions. ***Normes de conservation et de destruction :*** Les documents sont conservés pendant deux ans après le dernier emploi administratif avant d'être détruits. Les listes de mises à pied et de mutations sont continuellement mises à jour et détruites lorsqu'elles deviennent désuètes. ***No. APC :*** 88-007 ***Enregistrement (SCT) :*** 001345 ***Numéro de fichier :*** SCP PPE 801

Droits de la personne

Description : Ce fichier réunit des lettres de plaintes confidentielles et des notes d'entrevue avec les plaignants, les personnes présumées responsables de traitement injuste ou de harcèlement, ainsi que des témoignages, des rapports d'analyse et d'enquête et des documents sur les décisions prises. Les renseignements peuvent varier selon la nature de la plainte, mais peuvent

face aux questions de santé professionnelle et de réadaptation et à favoriser le rétablissement rapide par des interventions, des conseils et une sensibilisation appropriée aux questions de santé; autoriser les congés et prestations qui ont trait à des blessures et maladies liées au travail (les certificats des médecins sont joints au fichier SCP PPE 815, Paie et présences); aider les employés exposés à certains risques professionnels ou qui ont des maladies ou incapacités connues à être à même de continuer à travailler et offrir des programmes de formation à la santé qui mettent l'accent sur un mode de vie sain. Ces dossiers facilitent en outre l'étude et la correction des situations de travail à l'origine des maladies et des blessures, par exemple l'élaboration de programmes préventifs reposant sur l'incidence de certaines maladies et blessures. Certains renseignements peuvent servir à des études épidémiologiques. ***Normes de conservation et de destruction :*** Les documents sont conservés pour 100 ans suivant la fin de l'emploi avec la SCP. ***Enregistrement (SCT) :*** 003158 ***Numéro de fichier :*** SCP PPE 840

Dossiers de supervision

Description : Ce fichier contient des notes et des dossiers actifs concernant les employés, particulièrement dans les cas où les dossiers officiels des employés sont conservés à l'extérieur de l'emplacement de travail. Ces dossiers sont tenus à jour par quelques superviseurs et se composent principalement de copies de dossiers qui sont conservés dans d'autres banques de données sur les employés, par exemple des demandes de congé, des sorties imprimées du SIRH, des évaluations et des primes de rendement, des rapports d'accident, des évaluation de la capacité au travail, des lettres portant entre autre sur l'assiduité et les mesures disciplinaires, des imprimés de courrier électronique, des griefs et leurs réponses, ainsi que des demandes d'employés concernant notamment les mutations et les dossiers (voir Dotation et emploi SCP PPE 801, Dossier personnel de l'employé SCP PPE 802 Dossier de carrière de l'employé SCP PPE 808, Système informatisé sur les ressources humaines SCP PPE 804, Griefs et arbitrages SCP PPE 813, Paie, avantages sociaux et présences SCP PPE 815, Demandes de règlement à la Commission des accidents de travail SCP PPE 845, Dossier de santé de l'employé SCP PPE 840, Réinsertion professionnelle SCP PPE 851 et Cachets d'or et argent SCP PPE 850). La documentation originale pourrait comprendre des documents concernant les prestations d'uniforme, des registres de présences, des notes liées aux entrevues ou à d'autres sujets (y compris des copies annotées) ainsi que des ébauches de lettres et de rapports. Pour consulter les dossiers, les employés sont encouragés à traiter directement avec leur superviseur. Ceux qui présentent des demandes formelles au coordonnateur de la protection de la vie privée de la SCP doivent fournir le nom et le lieu de travail de leur(s) superviseur(s). ***Catégorie de personnes :*** Employés en fonction ou ayant récemment quitté la SCP au sujet desquels les superviseurs possèdent des dossiers. ***But :*** Faciliter la supervision des employés, particulièrement dans les emplacements de travail éloignés. Les dossiers peuvent être consultés tant par les superviseurs que par les employés. ***Usages compatibles :*** Le fichier est utilisé pour contrôler les présences, traiter les demandes de congé, attribuer du travail, établir le calendrier des remplacements, consigner les réalisations spéciales et faire des recommandations aux programmes de reconnaissance envers les employés, imposer des mesures disciplinaires, répondre à des griefs, rapporter des blessures et préparer toute autre correspondance qui relève de l'administration quotidienne de l'unité de travail. ***Normes de conservation et de destruction :*** En cours d'élaboration. ***Enregistrement (SCT) :*** 003739 ***Numéro de fichier :*** SCP PPE 803

Dossiers individuels sur le personnel

Description : Ce fichier contient des lettres d'offre, des rapports d'opérations de dotation, les taux de salaire et autres avantages, les conditions d'emploi pour les employé(e)s cadres et exempts, le salaire au rendement et la rémunération provisoire, des documents sur les langues officielles et des lettres de mesures disciplinaires. Il contient aussi des résumés et des notes sur des documents plus détaillés contenus dans certains autres fichiers de renseignements. Il existe aussi des dossiers informatisés sur les employés. Les dossiers individuels sur le personnel peuvent aussi contenir des avis de mesures disciplinaire et la correspondance connexe. Le fichier individuel sur le personnel contient en outre les documents suivants : Dotation et emploi (SCP PPE 801), Système d'information sur les ressources humaines (SCP PPE 804), Dossier de carrière de l'employé (SCP PPE 808), Paie, avantages sociaux et présences (SCP PPE 815) et, le cas échéant, Formation(SCP PPE 805), Réinstallation (SCP PPE 816), Programme d'intéressement des employés (SCP PPE 807), Services automobiles (SCP PPE 825), Contrôles sécuritaires (SCP PPE 821), Contrôles de la fiabilité (SCP PPE 822), Dossier de santé des employés (SCP PPE 840). Selon l'importance et la nature des fonctions du bureau de poste ou de l'installation postale, certains des documents susmentionnés peuvent être versés dans des systèmes de classement indépendants. L'existence de descriptions distinctes permet l'établissement de systèmes de classement indépendants, au besoin, et facilite l'accès des employés à leurs dossiers. Les dossiers sont regroupés lorsque le besoin administratif s'en fait sentir (par exemple, lors d'une mutation ou de la cessation d'emploi). Précisons ici que, conformément à la politique établie, certains dossiers sur les employés de la Société canadienne des postes sont versés dans d'autres fichiers (par exemple, les informations détaillées sur la santé et la sécurité professionnelles et sur les contrôles sécuritaires, sur les griefs, l'aide aux employés, les droits de la personne, l'équité en matière d'emploi, les services spéciaux et les conflits d'intérêts (se reporter aux SCP PPE 821, 840, 813, 811, 809, 810, 812 et 814 respectivement); en outre, les gestionnaires peuvent conserver des répertoires et des doubles de dossiers administratifs sur le personnel dont ils sont responsables.

sécurité et à l'environnement (voir Griefs et Arbitrage, SCP PPE 813). Ces fichiers facilitent également l'étude et la correction des conditions de travail susceptibles d'entraîner des maladies et des blessures, par exemple par la préparation de programmes préventifs fondés sur la fréquence de certaines maladies ou blessures. Certains renseignements peuvent servir à des études épidémiologiques. Certains renseignements peuvent être transmis aux commissions des accidents de travail, à Développement des ressources humaines Canada, aux médecins traitants et aux représentants d'unités de négociation, afin de faciliter l'administration des demandes de règlement. On transmet des renseignements restreints à Transports Canada, par exemple en ce qui a trait aux déversements accidentels de produits chimiques par des employés de la Société. *Normes de conservation et de destruction :* Les documents écrits sont conservés pendant cent (100) ans suivant l'exercice au cours duquel a eu lieu la dernière blessure. Les données du SIDA sont confiées aux Archives nationales du Canada deux ans après le retour au travail de l'employé. *Enregistrement (SCT) :* 003159 *Numéro de fichier :* SCP PPE 845

Demandes émanant d'organismes d'enquête — employés

Description : Le fichier réunit des demandes déposées par des organismes d'enquête, ainsi que des documents sur les renseignements divulgués (si la demande est acceptée), quelques avis juridiques et des renseignements connexes. Les personnes qui désirent avoir accès à ce fichier doivent fournir leur nom et leur adresse au complet. *Catégorie de personnes :* Personnes qui font l'objet d'une enquête ou qui y participent. *But :* Le présent fichier a pour but d'assurer que les demandes présentées par les organismes chargés de faire respecter la loi, en vue d'obtenir des renseignements personnels détenus par la Société canadienne des postes sont dûment autorisées. *Usages compatibles :* Les documents servent à vérifier les renseignements demandés par les organismes chargés de faire respecter la loi, ou qui leur ont été fournis, et en tenir un registre; à garantir le respect de la Loi sur la protection des renseignements personnels, de la Loi sur la Société canadienne des postes et de la politique de la Société. Les documents peuvent être examinés par le commissaire à la protection de la vie privée, ou par un délégué, quand il y a enquête sur des cas de plaintes. *Normes de conservation et de destruction :* Les documents sont gardés pendant une période de deux ans suivant le dernier emploi administratif (c'est-à-dire après la décision d'accéder ou non à la demande, ou après le traitement de demandes subséquentes ou de plaintes portant sur la demande initiale) avant d'être détruits. *Enregistrement (SCT) :* 001342 *Numéro de fichier :* SCP PPE 829

Dossier de carrière des employés

Description : Ce fichier contient les évaluations du rendement (pour le personnel cadre et exempt et certains employés), les renseignements concernant la dotation, les lettres d'offre, le curriculum vitae et les références, les diplômes, les certificats de formation, les résultats d'examens, les lettres de discipline, les lettres de remerciement, la documentation des problèmes d'assiduité et de présence, les profils d'employés, les formules d'inventaire des ressources humaines, les formules de perfectionnement professionnel et autres renseignements comme le numéro d'employé, le titre du poste, le lieu de travail, le numéro de concours et la catégorie linguistique. *Catégorie de personnes :* Tous les employés actuels ou ayant récemment quitté la Société canadienne des postes. *But :* Appuyer le développement de la carrière de chaque employé. *Usages compatibles :* Les dossiers sont utilisés : à l'appui de fonctions du personnel comme la structure organisationnelle, la dotation, la planification et le perfectionnement des ressources humaines, les évaluations du rendement, la formation, les relations du travail, les promotions, les mutations, les démotions et les cessations d'emploi; pour entreprendre des entrevues visant la discipline ou les problèmes d'assiduité; et pour faciliter la supervision des employés (les superviseurs contribuent et ont accès aux données sur les employés qui relèvent de leur compétence ainsi qu'aux données sur les employés qui sont admissibles à un poste au sein de leur unité de travail). *Normes de conservation et de destruction :* En cours d'élaboration. *Enregistrement (SCT) :* 003546 *Numéro de fichier :* SCP PPE 808

Dossier de santé des employés

Description : Ce fichier d'information contient tous les renseignements consignés, générés, acquis ou utilisés dans la prestation de services de santé et d'orientation aux employés de Postes Canada, notamment : documents sur l'administration des premiers soins et certificats, évaluations de la capacité au travail, rapports médicaux, consentements à la communication de renseignements, correspondance avec les médecins, notes sur l'évaluation de la santé des employés, correspondance relative à l'acquisition de renseignements médicaux, évaluations des capacités fonctionnelles, plans d'intensification des tâches, rapport des conseillers en réadaptation professionnelle, analyses des exigences physiques, rapports médicaux spéciaux sur l'exposition aux risques professionnels, dossiers et correspondance sur les demandes de consultations et les résultats. Certains renseignements médicaux non professionnels peuvent également être conservés, par exemple les évaluations de la condition physique et du mode de vie, ou les renseignements sur des pathologies médicales non liées au travail. *Catégorie de personnes :* Employés de la Société qui ont subi des blessures et des accidents au travail ou ont pris un congé de maladie prolongé avec certificat, qui ont utilisé les Services de santé professionnelle ou dont le ou les médecins ont communiqué des renseignements au Service. *But :* Appuyer les programmes de santé professionnelle et de réadaptation. *Usages compatibles :* Ces dossiers servent à l'administration des cas; à aider les employés à faire

la lettre finale signée. Les documents écrits et l'index automatisé sont conservés pendant une période de sept ans après l'année où la réponse a été envoyée, puis sont détruits ou supprimés, selon le cas. L'élimination des documents conservés dans les dossiers des unités qui préparent les réponses se fait conformément aux dispositions en vigueur dans celles-ci. *No. APC :* 88-007 *Enregistrement (SCT) :* 002077 *Numéro de fichier :* SCP PPE 826

Demandes d'accès aux renseignements personnels/Plaintes
Description : Le fichier réunit les documents suivants : formules de demande de communication présentées par les personnes concernées, réponses à ces demandes et renseignements relatifs à leur traitement, y compris des mentions sur les fichiers non consultables et des avis juridiques. Il contient aussi les documents sur les plaintes adressées au Commissaire à la protection de la vie privée et sur leur règlement, les plaintes informelles, ainsi que les demandes exceptionnelles d'une tierce partie, et d'autres sujets soumises aux membres du personnel chargé de la coordination de la vie privée, pour recueillir leur avis ou leur demander de prendre une décision. Ce fichier contient aussi le numéro d'assurance sociale de certains requérants, du fait que les anciennes formules de demande de communication produits par le Conseil du Trésor contenaient un champ à cet effet. Les personnes qui désirent avoir accès à ce fichier doivent préciser la date approximative des demandes présentées. *Catégorie de personnes :* Employés, entrepreneurs et clients de la Société et d'autres personnes qui ont déposé une plainte au Bureau du Commissaire à la protection de la vie privée, ou présenté des demandes officielles de communication, de correction et d'annotation de documents et des demandes d'avis internes en vertu de la Loi sur la protection des renseignements personnels au Coordonnateur à la protection des renseignements personnels de la Société, ou au sujet desquels des demandes exceptionnelles ont été présentées par une tierce partie. *But :* Le présent fichier vise le traitement des demandes et des plaintes présentées conformément à la Loi sur la protection des renseignements personnels, ainsi que la tenue d'un registre de vérification des mesures prises. *Usages compatibles :* Les documents servent à traiter les demandes de communication, de correction ou d'annotation, à répondre aux plaintes du Commissaire à la protection de la vie privée et à préparer le rapport annuel au Parlement à cet égard. Les mentions concernant les fichiers non consultables, les corrections et les renseignements divulgués à des tiers peuvent être joints aux documents demandés. Les documents peuvent être divulgués au Commissaire à la protection de la vie privée et à la Cour fédérale pour accélérer le règlement des plaintes et des causes portées devant les tribunaux. *Normes de conservation et de destruction :* Les documents sont gardés pendant deux ans suivant l'année de leur dernier emploi administratif (qui correspond normalement à la communication des renseignements demandés en vertu de la Loi sur la protection des renseignements personnels, au traitement des demandes de correction ou d'annotation, ou au règlement des plaintes) avant d'être détruits. *Enregistrement (SCT) :* 001366 *Numéro de fichier :* SCP PPE 828

Demandes de règlement à la Commission des accidents de travail
Description : Ce fichier contient divers types de renseignements : rapports d'enquête sur les accidents et les blessures ou maladies professionnelles; demandes présentées aux commissions des accidents de travail et correspondance et formules connexes; opinions juridiques occasionnelles; dossiers et correspondance sur les demandes de consultations et les résultats. Certains renseignements non médicaux peuvent également être conservés, notamment sur les blessures et maladies non liées au travail. Il existe également certains dossiers automatisés au Système informatisé de données sur les accidents (SIDA). Le SIDA contient certaines données de base (âge, sexe, etc.) sur les employés blessés, ainsi que sur le lieu, la nature, la cause et la gravité des accidents et les coûts directs et indirects associés. (À préciser que les renseignements concernant les accidents impliquant des véhicules de la Société ou concernant les demandes de règlement présentées par la Société ou contre elle et qui n'ont pas rapport avec les commissions des accidents de travail sont conservés au fichier Gestion du parc de véhicules, SCP PPE 825, et Réclamations — gestion du risque, SCP PPE 819 respectivement). Ce fichier contient en outre le numéro d'assurance sociale, qui continuera à servir d'identificateur jusqu'à ce que la Société puisse le remplacer par son propre système de numéros d'identification. Les personnes qui désirent avoir accès à ce fichier doivent préciser le lieu de travail, ainsi que la date, le lieu et les détails de l'accident ou de la blessure. *Catégorie de personnes :* Employés de la Société blessés ou accidentés au travail ou qui ont présenté un rapport d'accident ou une demande de règlement aux commissions des accidents de travail. *But :* Appuyer les programmes de la Commission des accidents de travail *Usages compatibles :* Ces fichiers servent à aider les employés à faire face à leurs problèmes médicaux et à éviter qu'ils ne s'aggravent par des interventions pertinentes, l'éducation à la santé et des conseils professionnels; à autoriser les congés et les prestations (y compris les prestations et congés médicaux payés par les CAT et les services de réadaptation professionnelle) qui ont trait aux blessures et maladies liées au travail; à faciliter le traitement des demandes de règlement aux commissions des accidents de travail provinciales et l'administration des prestations d'invalidité et congés pour blessure au travail (le SIDA sert au règlement des réclamations et au redressement des comptes); à préciser les conditions auxquelles les employés soumis à certains risques professionnels ou atteints d'une maladie ou invalidité sont capables de continuer à travailler, ce qui comprend le retour au travail; à fournir toute information utile à des fins de prévention des accidents et de protection de la santé et à traiter les griefs et appels relatifs à la santé professionnelle, à la

d'intérêts réels ou potentiels. ***But :*** Le présent fichier sert à la mise en oeuvre de la politique sur les conflits d'intérêts. ***Usages compatibles :*** Les documents servent à déterminer l'existence de conflits d'intérêts, et, le cas échéant, à aider la prise d'une décision, que ce soit une mutation, des mesures disciplinaires ou la cessation d'emploi. ***Normes de conservation et de destruction :*** Les documents sont conservés pendant les deux années suivant la cessation d'emploi ou la fin du conflit, réel ou potentiel. Après deux ans, les documents sont détruits. ***No. APC :*** 86-001 ***Enregistrement (SCT) :*** 002156 ***Numéro de fichier :*** SCP PPE 814

Contrôles de la fiabilité
Description : Ce fichier réunit des vérifications d'identité relatives aux casiers judiciaires et , le cas échéant, des empreintes digitales, des casiers judiciaires, des recommandations, jugements, appels et documents connexes. Des renseignements sommaires peuvent aussi exister sous forme de données contenues dans le Système d'information sur les ressources humaines (SCP PPE 804). Les personnes qui désirent avoir accès au fichier doivent préciser le lieu de travail et les dates d'emploi. ***Catégorie de personnes :*** Employés et entrepreneurs actuels et éventuels de la Société qui n'ont pas de cote de sécurité, mais dont il faut contrôler la fiabilité en raison de l'accès facile qu'ils ont au courrier, à de l'argent et à d'autres biens de valeur. ***But :*** Le présent fichier vise à garantir la sécurité des employés et des biens de la Société et de tout le courrier en cours de transmission. ***Usages compatibles :*** Les documents servent à déterminer la fiabilité d'une personne qu'on compte engager. Des renseignements peuvent être divulgués à la GRC pour vérifier si les personnes en question ont un casier judiciaire. ***Normes de conservation et de destruction :*** Les documents sont conservés pendant les deux années suivant celle où s'est terminé la verification et sont ensuite détruits. Sur réception d'un avis d'octroi de grâce, le casier judiciaire est immédiatement détruit. ***No. APC :*** 88-007 ***Enregistrement (SCT) :*** 001363 ***Numéro de fichier :*** SCP PPE 822

Contrôles sécuritaires
Description : Ce fichier réunit, entre autres, les documents suivants : antécédents personnels, vérifications d'identité relatives aux casiers judiciaires et, le cas échéant, empreintes digitales, casiers judiciaires, résumés d'enquêtes de la GRC et du Service canadien du renseignement de sécurité (SCRS) jugements défavorables, appels, mises à jour, révocations et pardons, et documents connexes. Des renseignements sommaires peuvent aussi exister sous forme de données contenues dans le Système d'information sur les ressources humaines (SCP PPE 804). Ces données comprennent le nom, la cote de sécurité accordée et celle requise par le poste, et si cette dernière doit être renouvelée. Les personnes qui désirent avoir accès à ce fichier doivent préciser le lieu de travail et les dates d'emploi. ***Catégorie de personnes :*** Employés et entrepreneurs de la Société qui occupent ou sont sur le point d'occuper certaines fonctions qui donnent accès à des biens, et à des informations et des systèmes de nature délicate. ***But :*** Le présent fichier est une source d'information servant à déterminer la fiabilité des employés et des entrepreneurs qui occupent ou pourraient occuper des fonctions comportant des risques à la sécurité. ***Usages compatibles :*** Les documents servent à déterminer la cote de sécurité, et à étayer les décisions concernant les mutations, les promotions et les cessations d'emploi. Les imprimés informatisés mensuels servent à vérifier si la cote de sécurité des personnes correspond à celle que commandent leurs fonctions. Une note sur la cote de sécurité peut être versée aux Dossiers individuels sur le personnel SCP PPE 802. Le détail des enquêtes de la GRC et du SCRS est versé, s'il y a lieu, au fichier Contrôles sécuritaires des deux organismes. ***Normes de conservation et de destruction :*** Les documents écrits sont conservés pendant deux ans après la date de cessation d'emploi ou la fin du contrat, avant d'être détruits. Les dossiers criminels sont détruits sur réception d'un avis d'octroi de grâce. ***Enregistrement (SCT) :*** 001362 ***Numéro de fichier :*** SCP PPE 821

Correspondance générale
Description : Ce fichier contient, entre autres, des lettres envoyées ou adressées au Ministre, au président et à d'autres dirigeants de la Société canadienne des postes, des lettres dirigées aux bureaux divisionnaires du Service à la clientèle, de la documentation de base compilée lors de la préparation des réponses et les réponses fournies. On retrouve certains renseignements, comme des ébauches de réponse courante et un index, dans le système informatisé de correspondance générale. Les personnes qui désirent avoir accès à ce fichier doivent préciser la date et l'objet de la demande précédente. Précisons que les suggestions de sujets pour les timbres-poste peuvent aussi être versées au fichier Références sur les concepteurs (SCP PPU 025). ***Catégorie de personnes :*** Clients, employés, députés, d'autres représentants nommés ou élus et le grand public. Les documents peuvent aussi contenir des renseignements personnels sur d'autres personnes lorsque la demande les concerne, (par exemple, documents sur des employés ou des entrepreneurs de la Société canadienne des postes). ***But :*** Le présent fichier sert de référence dans la préparation des réponses aux demandes adressées au Ministre, au président et à divers responsables divisionnaires concernant l'exploitation et l'administration de la Société canadienne des postes. ***Usages compatibles :*** Les documents servent à étayer le système de correspondance, surveiller la préparation des réponses, et à titre de référence lorsque d'autres demandes ou des demandes similaires sont présentées, à faire des réponses ultérieures, justifiées par de nouveaux développements, aux personnes qui ont manifesté un intérêt particulier envers une question, ainsi qu'à étudier certaines tendances. ***Normes de conservation et de destruction :*** Les ébauches de réponse du système informatique sont effacées une fois

paiement, les poursuites, saisies et autres procédures judiciaires). Précisons que les documents juridiques peuvent être classés au fichier Dossiers individuels sur le personnel (SCP PPE 802) ou au fichier Paie, avantages sociaux et présences (SCP PPE 815) ainsi qu'au fichier Affaires juridiques (SCP PPE 827). Les personnes qui désirent avoir accès à ce fichier doivent fournir leur nom et toute autre information pouvant servir à identifier le cas, comme la date, le lieu, la nature et le montant de la perte. *Catégorie de personnes :* Employés, représentants et entrepreneurs de la Société et autres personnes ayant subi des pertes réelles ou soupçonnées. *But :* Le présent fichier a pour but d'aider les comités d'étude sur la responsabilité financière qui examinent les pertes subies par la Société, et de faciliter le recouvrement de sommes dues à la Société. *Usages compatibles :* Les documents servent à corriger les situations qui ont entraîné des pertes financières à la Société, qu'il s'agisse de recouvrer des fonds ou de prendre les mesures nécessaires pour éviter que la situation ne se reproduise. *Normes de conservation et de destruction :* Les documents sont conservés pendant six années financières suivant l'année du recouvrement de la dette ou de la radiation de la perte. L'élimination des documents connexes figurant aux fichiers de renseignements susmentionnés se fait conformément aux normes de conservation qui leur sont applicables. *No. APC :* 88-007 *Enregistrement (SCT) :* 001763 *Numéro de fichier :* SCP PPE 818

Club Héritage
Description : Sont consignés dans la base de données sur le Club Héritage des renseignements tels que : le nom et le numéro des membres par section, leur adresse résidentielle, leur numéro de téléphone, leur date d'entrée en fonctions et de retraite, les prix distribués et, dans le cas des employés aux longs états de service, le numéro d'identification de l'employé. *Catégorie de personnes :* Les anciens employés de la Société qui ont au moins 10 années de service et les employés aux longs états de service (25 ans ou plus) peuvent devenir membre. *But :* Le Club Héritage est un programme de reconnaissance de la Société canadienne des postes qui donne aussi l'occasion aux anciens employés et aux employés aux longs états de service de participer à des rencontres sociales et d'offrir des services communautaires. *Usages compatibles :* Les données sur le Club Héritage sont groupées par section (il en existe trente et une au pays) et sont utilisées aux fins suivantes : la remise de cadeaux commémoratifs après le nombre d'années de service appropriées et à la retraite, l'organisation des rencontres sociales comme les banquets, et l'appui à la réalisation de programmes communautaires et utiles de la Société comme le Concours national de rédaction de lettres, le Programme de lettres au Père Noël, le Programme de bourses d'études, etc. Les bénéfices imposables sont présentés à Service de la paie à des fins d'inscription sur les feuillets T4 de Revenu Canada — Impôt. *Normes de conservation et de destruction :* Les documents sur les avantages imposables sont conservés pendant les six années suivant la dernière transaction financière. Les normes gouvernant la base de données du programme Héritage sont en cours d'élaboration. *Enregistrement (SCT) :* 002989 *Numéro de fichier :* SCP PPE 830

Comptes fournisseurs
Description : Ce fichier réunit les documents suivants : réclamations, autorisations, rapports de dépenses, reçus, demandes de chèque, avances, correspondance et autres pièces justificatives visant le remboursement de dépenses et de frais, le règlement de réclamations et d'autres paiements. Des documents sur les opérations se trouvent aussi dans le fichier informatisé Comptes fournisseurs. Précisons que les documents de règlement de frais et les documents connexes relatifs aux mutations et aux réinstallations sont conservés dans le fichier Réinstallation (SCP PPE 816). Les personnes qui désirent avoir accès à ce fichier doivent préciser s'ils sont des employés, des entrepreneurs ou des réclamants et fournir des détails sur le paiement (endroit, nature et dates). *Catégorie de personnes :* Employés de la Société qui demandent un remboursement pour des frais de déplacement et de logement, des frais d'inscription à des cours, d'indemnité de poste isolé et des cotisations à des associations, des récompenses et des montants à titre gracieux et d'autres frais divers qui sont accordés aux employés; le paiement des biens et des services fournis à la Société, y compris par les concepteurs de timbres-poste et les membres du Comité exécutif; et le paiement des réclamations présentées à la Société par des membres du public en général. (Consulter les fichiers de renseignements personnels de la Société concernant les contrats et les réclamations pour plus de détails.) *But :* Le présent fichier porte sur le paiement, par le Service des comptes fournisseurs, des dépenses qui ne relèvent pas de la liste de paie, conformément aux autorisations reçues. *Usages compatibles :* Les documents servent à justifier le paiement des dépenses, frais et réclamations et autres déboursés susmentionnés et à émettre les chèques nécessaires; à des fins de planification, de budgétisation et de vérification. Des renseignements sommaires sont fournis à Approvisionnements et Services Canada aux fins de l'émission des chèques. *Normes de conservation et de destruction :* Les documents sont conservés pendant une période de six années financières suivant celle au cours de laquelle les frais ont été engagés. *No. APC :* 88-007 *Enregistrement (SCT) :* 001361 *Numéro de fichier :* SCP PPE 820

Conflits d'intérêts
Description : Ce fichier réunit des renseignements sur les conflits d'intérêts et, à l'occasion, des rapports confidentiels, des rapports financiers, des rapports sur les activités extérieures des employés et des rapports d'enquêtes portant sur les conflits d'intérêts réels et potentiels, de même que toute la correspondance s'y rattachant. Les personnes qui désirent avoir accès à ce fichier doivent préciser leur nom, et leur lieu de travail. *Catégorie de personnes :* Tous les employés de la Société canadienne des postes, ainsi que ceux qui l'ont quittée récemment, qui sont impliqués dans des conflits

juridiques sont conservés pendant vingt et un ans suivant l'année du règlement. Les mémoires (source de jurisprudence), les avis et les conseils juridiques sont conservés cent (100) ans après que la cause a été jugée. *Enregistrement (SCT) :* 002078 *Numéro de fichier :* SCP PPE 827

Aide aux employés

Description : Ce fichier contient une quantité très restreinte de renseignements; en effet, en raison de la nature confidentielle du programme, les personnes bénéficient d'interventions individuelles et aucun document n'est constitué. Précisons que, pour des raisons administratives, les documents sur les problèmes d'ordre médical et sur les questions de diminution du rendement et d'absentéisme ne sont pas versés au fichier Aide aux employés (voir respectivement à cet effet les fichiers nos SCP PPE 840, 804, et 815). De même, les renseignements contenus dans le fichier Aide aux employés ne se retrouvent dans aucun autre fichier de renseignements personnels, à l'exception des documents de paiement (voir comptes fournisseurs, SCP PPE 820). Les personnes qui désirent avoir accès aux renseignements sur leur compte sont encouragés à faire directement affaire avec l'agent d'orientation qu'ils ont accepté de rencontrer. Les personnes désirant présenter une demande d'accès officielle en vertu de la Loi sur la protection des renseignements personnels doivent préciser le titre de poste, le lieu et les dates d'emploi ainsi que le nom de l'agent d'orientation qu'ils ont consulté. *Catégorie de personnes :* Un document est constitué lorsqu'un employé a recours à un agent ou à un coordonnateur d'orientation du Programme d'aide aux employés. *But :* Le présent fichier porte sur le programme d'aide aux employés fondé sur la participation volontaire des employés de la Société canadienne des postes aux prises avec des problèmes personnels qui peuvent être résolus par des soins professionnels. *Usages compatibles :* Les documents servent à apporter de l'aide aux employés et à leur assurer un suivi sérieux au moyen de counseling, entre autres, et, si l'employé accepte, au moyen d'évaluations médicales et de programmes d'aide professionnelle ou de réadaptation; aider à l'élaboration de programmes de prévention et de formation en fonction de la fréquence d'apparition de certains problèmes, et à des fins d'évaluation des programmes (les agents d'orientation recueillent des statistiques traitées sous le couvert de l'anonymat). Précisons que les agents d'orientation ne portent pas de diagnostic et qu'aucun renseignement personnel n'est divulgué à un tiers sans l'obtention préalable du consentement de l'intéressé. *Normes de conservation et de destruction :* Les fichiers sur les cas individuels ne sont pas conservés. Lorsqu'une aide financière est accordée, les documents sont conservés pendant les six années suivant l'exercice au cours duquel l'aide a été fournie. *Enregistrement (SCT) :* 001354 *Numéro de fichier :* SCP PPE 811

Cachets d'or et d'argent

Description : Cette banque contient des données sur les mises en nomination visant les divers prix «Cachet d'or» et «Cachet d'argent», ainsi que des renseignements sur le traitement de ces données. On y trouve au titre de renseignements personnels le nom des candidats, leur lieu de travail, leur adresse résidentielle et leur numéro de téléphone, de même que l'information appuyant leur mise en nomination. La banque contient également le numéro d'assurance sociale des récipiendaires, la loi exigeant que les avantages imposables soient signalés à Revenu Canada, Impôt. Les renseignements touchant les avantages imposables sont transmis à la direction Finances en vue de la production des relevés T-4. *Catégorie de personnes :* Les employés actuels et les employés retraités qui ont été mis en nomination dans l'une ou l'autre des catégories, soit dévouement en matière de normes de service, service exceptionnel à la clientèle, croissance des affaires, dépassement de soi, bénévolat, participation au sein du Club Héritage et leadership. (Nota : les données sur les prix remis pour conduite automobile exemplaire sont consignées dans le dossier Gestion du parc de véhicules, SCP PPE 825; les données sur les récompenses accordées pour longs états de service sont consignées dans le dossier Club Héritage, SCP PPE 830; les données sur les primes versées pour les suggestions retenues sont consignées dans le dossier Programme d'intéressement des employés, SCP PPE 807; les données sur les récompenses attribuées pour l'assiduité sont consignées dans les Dossiers individuels sur le personnel, SCP PPE 802.) *But :* Reconnaître et souligner les réalisations exceptionnelles des employés de la SCP. *Usages compatibles :* On accuse réception des mises en nomination et on vérifie les faits présentés avant de soumettre le tout aux comités divisionnaires de sélection, qui choisissent les gagnants de chaque catégorie en fonction de critères prédéterminés. Les prix sont remis au cours d'une cérémonie annuelle. Le nom des gagnants peut être divulgué (avec leur consentement) par le biais d'affiches et de publications internes et externes. Le fait d'avoir remporté un prix peut également être consigné au dossier individuel de l'employé ou au dossier qui le concerne dans le Système d'information sur les ressources humaines (PPE 804). *Normes de conservation et de destruction :* Les nominations rejetées et les documents qui s'y rattachent sont détruits immédiatement après la sélection du gagnant. Les nominations des gagnants ainsi que les documents qui s'y rattachent, incluant les données du système automatisé des cachets, sont conservés pendant les six années suivant la remise du prix. *Enregistrement (SCT) :* 003160 *Numéro de fichier :* SCP PPE 850

Cas de responsabilité financière

Description : Ce fichier réunit notamment les renseignements suivants : titre de poste, lieu de travail, rapports de crédit occasionnels, rapports d'enquête sur les pertes, témoignages, avis juridiques concernant le traitement des cas, décisions rendues par les comités et information de suivi (par exemple, sur le recouvrement, le

des dispositions concernant les fonds relatifs à la saisie-arrêt et la distraction. Le dossier touchant les gains et la pension de retraite est joint au dossier personnel de chaque employé. *Catégorie de personnes :* Employés et retraités de la Société. *But :* Ce fichier contient de la documentation sur l'administration de la rémunération et des avantages au sein des ministères et organismes fédéraux. Il sert également à approuver le paiement des traitements et des indemnités ainsi que les retenues. Le numéro d'assurance sociale est utilisé à des fins d'identification et afin d'assurer que l'administration de la paye et des avantages soit uniforme. Il faut inscrire le numéro d'assurance sociale; toutefois, il peut y avoir des cas d'exception lorsqu'il y a des circonstances spéciales. *Usages compatibles :* Permettre la vérification et la conciliation des comptes relatifs à la paye (par exemple, la rémunération et l'admissibilité des employés) et étayer le recouvrement des trop- payés et des dettes envers la Couronne et, le cas échéant, permettre, conformément à la Loi sur la saisie-arrêt et la distraction de pensions, de procéder à la saisie-arrêt et à la distraction des fonds. *Normes de conservation et de destruction :* Après deux ans, les dossiers sont envoyés aux Archives nationales du Canada où ils sont gardés pendant quatre ans lorsqu'il s'agit de documents généraux relatifs à la paye et aux déductions et pour la correspondance connexe; toutefois, cette règle ne s'applique plus dans les cas de règlement des questions de paiement excédentaire, de perception des dettes dues à la Couronne, de mise en vigueur des mesures relatives à la saisie- arrêt et à la distraction de fonds. Dans ces cas, les dossiers sont conservés jusqu'à ce que les questions de paiement excédentaire soient réglées, que la dette soit recouvrée ou que les mesures concernant la saisie-arrêt et la distraction ne soient plus en vigueur. *Enregistrement (SCT) :* 003133 *Numéro de fichier :* SHL PPE 840

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Autorisations sécuritaires

Formation et perfectionnement

Mesures disciplinaires

Stationnement

Vérification de la fiabilité

Voyages et réinstallations

Société canadienne des ports

Chapitre 94

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Voyages et réinstallations

Société canadienne des postes

Chapitre 95

Fichiers particuliers

Affaires juridiques

Description : Ce fichier contient des documents sur les réclamations potentielles ou réelles par ou contre la Société, les contrats et les ententes, les arbitrages, les mémoires, les avis et les conseils juridiques et sur d'autres questions juridiques concernant la Société. Précisons que des copies des avis et d'autres documents juridiques peuvent aussi être versés dans d'autres fichiers de renseignements personnels. *Catégorie de personnes :* Personnes traitant de questions juridiques. *But :* Le présent fichier réunit des documents portant sur des avis et des conseils juridiques fournis à la Société et documents ayant valeur juridique de représentation pour celle-ci. *Usages compatibles :* Les document servent à fournir des avis et des conseils juridiques à la Société et à représenter la Société et à protéger ses intérêts. *Normes de conservation et de destruction :* Les dossiers sont conservés pendant une période de dix ans suivant l'année d'expiration du contrat ou de la cession de la propriété, avant d'être détruits. Les réclamations déposées par la Société ou contre elle, les jugements arbitrés et les documents connexes sur les questions

5 ans, suite à laquelle une période dormante d'un an devrait être ajoutée; pour la désignation linguistique des postes, des périodes de conservation et dormante de 3 ans et 5 ans respectivement sont suggérées; les dossiers de participation aux cours de langue devraient être retenus pour 3 ans, suite à quoi ils devraient être détruits.. *No. APC :* 85-001 *Enregistrement (SCT) :* 002993 *Numéro de fichier :* SHL PPE 825

Programme d'aide aux employés
Description : Ce fichier contient des renseignements concernant un service-conseil volontaire et confidentiel offert aux employés de la SCHL, aux retraités et à leurs personnes à charge. Les employés, leurs personnes à charge et les retraités ayant besoin de conseils doivent communiquer directement avec le consultant. Les services du consultant ont été retenus par la SCHL afin qu'il offre le Programme d'aide aux employés au groupe mentionné précédemment. Les documents concernant la consultation sont conservés par le consultant et ne sont pas remis à la SCHL afin de maintenir le caractère confidentiel du programme. *Catégorie de personnes :* Les employés de la SCHL, leurs personnes à charge ainsi que les retraités de l'entreprise. *But :* L'information est utilisée par le consultant pour assurer la suite des services rendus aux employés, retraités et les membres de leur famille immédiate. *Usages compatibles :* Le consultant entreprend une évaluation systématique de PAE et fournit des statistiques à la SCHL d'une façon telle que la confidentialité des individus qui ont utilisé le service est assurée. *Normes de conservation et de destruction :* En vertu du contrat conclu avec le consultant, ce dernier conserve l'information jusqu'à la fin du contrat. À la fin du contrat, la SCHL et le consultant s'entendent pour qu'un tiers révise l'information et celui-ci fait alors les recommandations qui s'imposent. *Enregistrement (SCT) :* 003135 *Numéro de fichier :* SHL PPE 850

Programme d'équité en matière d'emploi
Description : Ce fichier contient des renseignements sur les employés des groupes désignés. Les répondants doivent indiquer sur un questionnaire s'ils sont autochtones, s'ils souffrent d'une invalidé permanente ou continue ou s'ils font partie d'un groupe des minorités visibles. *Catégorie de personnes :* Employés de la Société. *But :* Ce fichier contient toute la documentation nécessaire à la mise en oeuvre de la Loi sur l'équité en matière d'emploi. C'est grâce à ces renseignements qu'il est possible d'avoir toutes les données au sujet des employés, présentées selon leur groupe désigné (femmes, aborigènes, minorités visibles et personnes ayant un handicap). Ces renseignements sont utilisés afin de réaliser un profil personnel des employés et de comparer la situation des membres des groupes désignés avec celle des autres groupes au sein de la SCHL et des organismes fédéraux et avec leurs homologues sur le marché du travail. Le numéro de l'employé peut servir à établir un lien entre les renseignements contenus dans ce fichier et ceux conservés dans d'autre fichier comprenant des renseignements sur les employés (par exemple, le Système d'information sur les ressources humaines) et ce, à des fins statistiques et lorsque la conservation de tels renseignements est conforme aux usages pour lesquels les renseignements personnels ont été recueillis. *Usages compatibles :* Les renseignements recueillis seront utilisés dans le cadre du Programme d'équité en matière d'emploi afin de déterminer s'il y a discrimination systémique dans l'embauche, de l'éliminer s'il y a lieu et d'introduire des mesures temporaires spéciales qui permettront aux groupes désignés d'être admis et d'être représentés d'une manière équitable. L'information est aussi utilisée pour les fins du rapport annuel de la SCHL à Développement des ressources humaines Canada et pour le Rapport de contrôle sur l'Équité en matière d'emploi. Les renseignements peuvent également être utilisés à l'élaboration et la mise en oeuvre de la politique relative à l'équité en matière d'emploi. *Normes de conservation et de destruction :* Les documents sont détruits deux ans après le départ de l'employé au sein de la SCHL. *No. APC :* 85-001 *Enregistrement (SCT) :* 002198 *Numéro de fichier :* SHL PPE 809

Régime de retraite de la SCHL
Description : Ce fichier contient des preuves de service antérieur, des formules de demande de pensions, des renseignements et des pièces de correspondance touchant les pensions. Pour consulter ces dossiers, il faut indiquer nom et prénoms et numéro d'employé. *Catégorie de personnes :* Employés et retraités de la Société. *But :* Ce fichier sert à déterminer les prestations de retraite de la SCHL pour les employés qui y versent des cotisations. Les renseignements contenus dans ce fichier peuvent être utilisés aux fins de recherches statistiques, de planification, d'exécution et d'évaluation des politiques relatives au Régime de retraite et aux prestations de retraite de la SCHL. *Usages compatibles :* En vertu de la Loi de l'impôt sur le revenu, les documents à l'appui de l'admissibilité à la pension, y compris le numéro d'assurance sociale, sont fournis au Bureau fédéral du surintendant des institutions financières et au ministère du Revenue national (impôt) pour le fichier RCI PPU 005, Déclaration d'impôt sur le revenu des particuliers. Il arrive également que des renseignements soient fournis à des ministères ou des agences du gouvernement fédéral ou à des employeurs avec lesquels la Société a conclu une entente de réciprocité. *Normes de conservation et de destruction :* Les dossiers sont gardés pour deux ans après le décès du participant et survivants, les dossiers sont ensuite envoyés au Archives nationales du Canada. *Enregistrement (SCT) :* 003134 *Numéro de fichier :* SHL PPE 845

Rémunération et avantages
Description : Ce fichier contient les certifications nécessaires pour la rémunération, les indemnités et les déductions et présente des renseignements au sujet du traitement et des avantages pour chaque employé y compris le numéro d'assurance sociale, ainsi que la correspondance connexe à l'administration de la paye et des avantages. Le fichier peut également comprendre

fournis à un participant à un processus de sélection. Il faut, le cas échéant, inscrire le numéro du concours. *Normes de conservation et de destruction :* Les dossiers sont conservés pendant une période de deux ans suivant l'expiration de la liste d'admissibilité utilisée pour combler un poste et, ensuite, les dossiers sont détruits, pourvu que deux ans se soient écoulés depuis la dernière utilisation à des fins administratives des renseignements en question. *No. APC :* 85-001 *Enregistrement (SCT) :* 002995 *Numéro de fichier :* SHL PPE 835

Griefs
Description : Ce fichier contient les griefs présentés par les employés syndiqués et par les représentants des unités de négociation; les accusés de réception et les réponses de la direction; les témoignages; les opinions juridiques; les rapports d'enquête et d'analyse; et toute la correspondance échangée au sujet des griefs. *Catégorie de personnes :* Employés syndiqués de la SCHL. *But :* Ce fichier a pour but de consigner les renseignements utilisés à tous les paliers de règlement des griefs. *Usages compatibles :* Les renseignements contenus dans ce fichier sont utilisés exclusivement pour consigner et, le cas échéant, aider à résoudre les griefs à tous les paliers de la procédure. *Normes de conservation et de destruction :* Les dossiers sont détruits après une période de trois ans suivant la date de règlement du grief. *No. APC :* 85-001 *Enregistrement (SCT) :* 002992 *Numéro de fichier :* SHL PPE 820

Harcèlement (y compris la discrimination et le harcèlement sexuel)
Description : Ce fichier contient la correspondance concernant les plaintes et incidents reliés au harcèlement; les entrevues réalisées avec les plaignants et avec la personne qui a été supposément accusée de harcèlement; les entrevues avec les témoins; les sommations aux enquêtes faites par la direction; les analyses des situations et les dossiers touchant les décisions prises au sujet d'incidents donnés. Ces renseignements doivent constituer un dossier distinct et ne pas être placés dans le dossier d'emploi des parties concernées. Lorsque, à la suite d'une enquête, on convient qu'il est nécessaire de prendre une mesure disciplinaire, les renseignements seront transférés dans le fichier se rapportant aux mesures disciplinaires. *Catégorie de personnes :* Employés de la SCHL. *But :* Ce fichier a pour but d'emmagasiner les renseignements nécessaires qui permettent le traitement de plaintes de harcèlement au travail. Il sert à prendre des décisions et, plus particulièrement, à établir s'il y a vraiment harcèlement. Dans l'affirmative, il sert à déterminer les mesures appropriées. *Usages compatibles :* Étayer les décisions portant sur les mutations et les mesures disciplinaires. *Normes de conservation et de destruction :* Les dossiers sont détruits trois ans après la dernière mesure administrative prise au sujet d'un cas donné. *No. APC :* 85-001 *Enregistrement (SCT) :* 002994 *Numéro de fichier :* SHL PPE 830

Info-soins
Description : Ce fichier contient des renseignements confidentiels et fournis volontairement, ainsi que des renseignements sur les ressources et les services de soutien offerts aux employés de la SCHL et aux membres de leur famille immédiate. Les employés et les membres de leur famille immédiate communiquent directement avec le consultant lorsqu'ils ont besoin de renseignements, de ressources ou de soutien. Les services du consultant ont été retenus par la SCHL afin qu'il offre le programme Info-soins. Les dossiers concernant les demandes reçues sont conservés par le consultant : ils ne sont pas remis à la SCHL afin d'en préserver la confidentialité. *Catégorie de personnes :* Les employés de la SCHL et les membres de leur famille immédiate. But : La banque permet au consultant d'offrir un service continu aux employés et aux membres de leur famille immédiate. *But :* Ce fichier permet au consultant d'assurer une continuité de service aux employés et aux membres de sa famille. *Usages compatibles :* Le consultant entreprend une évaluation systématique du programme Info-soins et fournit des statistiques à la SCHL de façon à assurer la confidentialité des personnes ayant demandé des renseignements. *Normes de conservation et de destruction :* Le consultant conserve les renseignements jusqu'à la fin du contrat. À la fin du contrat, la SCHL et le consultant s'entendent pour qu'un tiers révise les renseignements et formule des recommandations quant à leur destruction. *Enregistrement (SCT) :* 003653 *Numéro de fichier :* SHL PPE 860

Langues officielles
Description : Ce fichier contient les inscriptions aux cours et des renseignements relatifs aux présences; des demandes de formation linguistique comprenant des données personnelles de base utilisées à des fins d'identification, comme la principale langue officielle de l'employé; les résultats des examens de connaissance linguistique; les certificats formation et la correspondance concernant les qualifications de l'employé en matière de langues officielles. Les examens linguistiques, les dossiers concernant la formation et les exemptions peuvent être joints au dossier personnel de l'employé. *Catégorie de personnes :* Employé de la SCHL. *But :* Ce fichier a pour but de fournir de la documentation nécessaire à l'administration des politiques en matière de langues officielles relatives aux employés de la SCHL. Il vise à justifier et à étayer les décisions touchant les qualifications en matière de langues officielles et les épreuves linguistiques, ainsi qu'à justifier le besoin en formation linguistique et à confirmer les réalisations des employés. *Usages compatibles :* Étayer et justifier les décisions concernant chaque employé, en matière de questions de dotation, de mutations et de promotions. Il permet également de déterminer le statut linguistique de l'employé et de vérifier l'administration des programmes relatifs aux langues officielles. *Normes de conservation et de destruction :* Pour les résultats des tests de la langue, la période de conservation devrait être augmentée de 2 à

compatibles : Identifier les décisions relatives à la dotation, aux présences et aux congés; à la rémunération et aux avantages; à la formation et au perfectionnement; à l'hygiène et à la sécurité professionnelles et aux langues officielles; à la discipline; aux autorisations sécuritaires ainsi qu'à la vérification des références professionnelles. Ces renseignements sont distribués aux divers régimes d'assurance-maladie provinciaux; et aux assureurs de groupe; aux syndicats (retenue des cotisations). ***Normes de conservation et de destruction :*** Les dossiers sont gardés par la SCHL pour lequel travaille actuellement l'employé pour toute la durée d'emploi, plus un an. Après cette période, les renseignements sont transférés aux Archives nationales du Canada et sont gardés jusqu'à ce que l'employé ait atteint l'age de 70 ans ou jusqu'à deux ans après le décès de l'employé; après quoi, le dossier est détruit, pourvu que deux ans se soient écoulés depuis la dernière utilisation à des fins administratives des renseignements en question. Les évaluations du rendement d'employés sont conservées pendant cinq ans. Quant aux dossiers relatifs à des mesures disciplinaires, la durée de conservation est de trois ans suivant la date à laquelle les mesures disciplinaires ont été prises, autant qu'aucune autre mesure disciplinaire n'ait été prise depuis. ***No. APC :*** 85-001 ***Enregistrement (SCT) :*** 002991 ***Numéro de fichier :*** SHL PPE 815

Dossiers d'enquête
Description : Ce fichier sert à la consignation des plaintes et irrégularités au sujet de questions du domaine criminel ou sécuritaire. Il contient les procès-verbaux d'enquêtes, des notes d'entrevue, des rapports et les démarches correctives entreprises. ***Catégorie de personnes :*** Employés et grand public. ***But :*** Le fichier sert à faire enquête et à juger de la véracité des allégations de mauvaise conduite dans le domaine des infractions statutaires ou criminelles contre la Société, ou par un employé. ***Usages compatibles :*** Dans le cas d'enquêtes criminelles, les dossiers sont remis à la G.R.C. ou à un autre service de police reconnu. ***Normes de conservation et de destruction :*** Les dossiers sont conservés trois ans après la résolution de l'affaire. ***Enregistrement (SCT) :*** 001939 ***Numéro de fichier :*** SHL PPE 806

Dossiers des appels internes et des plaintes d'employés
Description : Ce fichier consigne et fournit des renseignements sur les appels internes entendus et les plaintes d'employés portées à d'autres agences telles que la Commission canadienne des droits de la personne, Développement des ressources humaines Canada , Travail et le Bureau du Commissaire aux langues officielles. ***Catégorie de personnes :*** Employés qui ont eu recours aux systèmes d'appel interne ou à une enquête ou processus se rapportant à une plainte de l'extérieur. ***But :*** Le fichier sert à faciliter les enquêtes de plaintes ou d'appels internes; les investigations de plaintes externes et à tenir un dossier des précédents. ***Normes de conservation et de destruction :*** Les dossiers sont conservés trois ans à partir de la date du règlement ou de la décision de l'appel. ***Enregistrement (SCT) :*** 001938 ***Numéro de fichier :*** SHL PPE 804

Dossiers médicaux des employés
Description : Ce fichier contient un dossier médical sur chaque employé actuel, sur chaque ancien employé ainsi que des renseignements médicaux au sujet des membres de leur famille. ***Catégorie de personnes :*** Tous les employés de la Société et les membres de leur famille. ***But :*** Ce fichier sert à maintenir les dossiers de toutes les consultation effectuées par le Centre de Santé incluant les traitements d'urgence, les visites concernant le retour au travail, l'assistance aux employés et les examens nécessitant des références aux médecins spécialisés. Cette information sert aussi à conserver des données dans le domaine de la santé dans un milieu de travail. . ***Usages compatibles :*** Planification et évaluation de programme, recherche et gestion de programme. ***Normes de conservation et de destruction :*** Depuis 1977, les dossiers sont conservés jusqu'à ce que l'individu ait atteint 70 ans ou deux ans après le décès de l'individu, pourvu que deux ans se soient écoulés depuis la dernière mesure administrative concernant l'information. ***Enregistrement (SCT) :*** 001937 ***Numéro de fichier :*** SHL PPE 802

Dotation
Description : Ce fichier contient les demandes de dotation; les descriptions de poste; les échelles de salaire; les profils de sélection; les affiches de concours; les demandes de mutation; les listes de mises à pied; les imprimés d'ordinateur relatifs au répertoire des ressources humaines; les demandes d'emploi des candidats; les listes de candidats; les évaluations des jurys de sélection, y compris les notes d'évaluation provenant du comité de dotation en personnel; les documents relatifs aux examens et à leurs résultats; les listes d'admissibilité; les offres d'emploi; les avis destinés aux candidats; la correspondance relative à la dotation faite par divers moyens, notamment par voie de concours et à l'aide du répertoire des ressources humaines. On trouve dans les dossiers du fichier une grande variété de renseignements personnels qui peuvent comprendre l'âge, le sexe, le niveau de scolarité, le numéro d'assurance sociale et les données d'auto- identification volontaire liées à l'équité en matière d'emploi. (On peut également trouver des avis relatifs à des décisions de dotation dans le dossier personnel d'un employé). ***Catégorie de personnes :*** Candidats internes et externes. ***But :*** Ce fichier contient des renseignements qui peuvent être utilisés pour la dotation de postes. Il est également une source de renseignements pour les programmes et les services d'équité en matière d'emploi. ***Usages compatibles :*** Sélectionner des candidats, doter des postes. Il est possible de rattacher les donnés d'auto-identification volontaire liées aux programmes et aux services d'équité en matière d'emploi aux données consignées dans d'autres fichiers, à condition que l'on utilise ces renseignements personnels aux fins auxquelles ils ont été recueillis. Sur demande, des renseignements peuvent être

Société canadienne d'hypothèques et de logement

Chapitre 93

Fichiers particuliers

Accidents d'automobile

Description : Ce fichier contient des rapports sur les accidents; des réclamations pour les dommages subis; des décisions du tribunal; des règlements des transactions et la correspondance concernant des accidents survenus à des véhicules loués ou appartenant à l'État ainsi qu'à des véhicules privés utilisés à des fins professionnelles sur des accidents qui ont été rapportés. *Catégorie de personnes :* Employés de la SCHL. *But :* Ce fichier a pour but de conserver les renseignements se rapportant aux accidents d'automobile survenus à des employés de la SCHL. *Usages compatibles :* Déterminer la responsabilité pour de tels accidents, en approuver le règlement et fournir des statistiques afin de répondre aux exigences de rapports des compagnies d'assurance. *Normes de conservation et de destruction :* Les dossiers sont conservés actifs pour cinq ans et inactifs pour cinq ans. *Enregistrement (SCT) :* 003295 *Numéro de fichier :* SHL PPE 855

Cartes d'identification et laissez-passer

Description : Ce fichier pourrait contenir des photographies, des formulaires d'identification et la correspondance connexe à l'émission des cartes d'identité et des laissez- passer. *Catégorie de personnes :* Employés de la Société, entrepreneurs et les visiteurs. *But :* Ce fichier a pour but d'emmagasiner des renseignements connexes à l'émission des cartes d'identité et de laissez- passer. *Usages compatibles :* Émettre des cartes d'identité et des laissez- passer. *Normes de conservation et de destruction :* Les dossiers sont détruits deux ans après l'expiration de la carte d'identification et du laissez-passer. *No. APC :* 85-001 *Enregistrement (SCT) :* 002199 *Numéro de fichier :* SHL PPE 810

Conflits d'intérêt

Description : Ce fichier contient des divulgations volontaires faites par les employés concernant des situations potentielles de conflit d'intérêt, des rapports d'enquête, ainsi que la correspondance concernant les conflits d'intérêt potentiels et réels entre les fonctions officielles des employés et leurs intérêts privés ou les valeurs immobilières qu'ils possèdent. *Catégorie de personnes :* Employés de la Société. *But :* Ce fichier contient des renseignements concernant des situations de conflit d'intérêt potentiel ou réel pour les employés des ministères et organismes fédéraux. Il sert à consigner les conflits d'intérêt potentiels et à résoudre les situations réelles de conflit d'intérêt. *Usages compatibles :* Étayer les décisions touchant les mutations, les mesures disciplinaires et la fin d'emploi. *Normes de conservation et de destruction :* Les dossiers sont détruits sept ans après que la situation reliée à un conflit d'intérêt potentiel est réglée ou que l'on a résolu le cas où il y avait effectivement conflit. *No. APC :* 85-001 *Enregistrement (SCT) :* 000097 *Numéro de fichier :* SHL PPE 808

Dossier personnel d'un employé

Description : Ce fichier contient le dossier de toutes les périodes d'emploi d'une personne au sein de la SCHL. Ce dossier est conservé afin de faciliter l'administration du personnel. Les renseignements contenus dans les dossiers d'un employé peuvent être utilisés aux fins suivantes : prendre des décisions ayant trait à la dotation; aux présences et aux congés; à la rémunération et aux avantages; à la formation et au perfectionnement; à l'hygiène et à la sécurité professionnelles et aux langues officielles. C'est la SCHL pour lequel l'employé travaille présentement qui exerce le contrôle sur le dossier personnel de ce dernier. Ce fichier renferme des renseignements concernant les caractéristiques personnelles, notamment l'age et le sexe; le numéro d'assurance sociale; l'adresse domiciliaire; la citoyenneté; les études (diplômes, certificats et bulletins); les emplois antérieurs, le curriculum vitae et les références; l'emplacement de l'organisme ou du ministère; les nominations, les mutations, les promotions et les rétrogradations; les périodes d'emploi, notamment les stages, les mises à pied et la durée de l'emploi; la performance et les évaluations de l'employé, la classification, notamment les numéros de poste, les groupes, les niveaux, les titres et les traitements; les pensions et les assurances, notamment les noms des bénéficiaires. On peut également y trouver, le cas échéant, des renseignements concernant le service militaire, y compris les périodes et les domaines de service; les négociations collectives, notamment le statut d'un employé désigné et l'identification d'un agent de négociation; les réalisations professionnelles, y compris les publications, les brevets et les primes; la fin de l'emploi, notamment les certificats et les raisons du départ de l'employé. Le dossier individuel d'un employé comprend des résumés de décisions concernant la dotation; les présences et les congés; la rémunération et les avantages; la formation et le perfectionnement; les décisions concernant les indemnités et l'aptitude au travail; les langues officielles; la discipline; et les autorisations sécuritaires. *Catégorie de personnes :* Employés de la SCHL. *But :* Ce fichier a pour but de fournir de la documentation et de donner des autorisations pour les nominations, les mutations, les promotions, les rétrogradations, la fin de l'emploi et les pensions de retraite. Il arrive également que des renseignements soient fournis à des ministères ou des agences du gouvernement fédéral lors de mutations d'employés ou aux employeurs avec lesquels la Société a conclu une entente de réciprocité (retraite). *Usages*

des relations de travail dans la Fonction publique a rendu sa décision. *Enregistrement (SCT) :* 002687 *Numéro de fichier :* SCC PPE 804

Prix et distinctions honorifiques
Description : Ce fichier renferme des documents sur l'administration des programmes de distinctions honorifiques et de présentations de prix du Service et du Conseil du Trésor. *Catégorie de personnes :* Employés du Service correctionnel du Canada. *But :* Ce fichier a pour but d'identifier les employés qui sont candidats à des distinctions honorifiques ou qui les ont reçus. *Usages compatibles :* Organismes chargée de l'application des lois, autorités provinciales. *Normes de conservation et de destruction :* Les documents sont conservés jusqu'à ce que l'employé atteigne l'âge de soixante-dix ans. Les documents historiques sont transférés aux Archives nationales du Canada. *No. APC :* 78-001 *Enregistrement (SCT) :* 001085 *Numéro de fichier :* SCC PPE 801

Programmes de perfectionnement professionnel
Description : Ce fichier renferme des renseignements sur le rendement d'un employé sur le plan des aptitudes, des capacités, des réalisations et des intérêts ainsi que sur la participation de l'employé à des activités de formation et de perfectionnement financées par des organismes gouvernementaux et non gouvernementaux. *Catégorie de personnes :* Les employés du Service correctionnel du Canada. *But :* Ce fichier a pour but de déterminer le niveau de rendement de chaque employé en vue de décider s'il y a lieu de garder l'employé, de prolonger sa période de stage ou de le renvoyer avant la fin de celui-ci, d'approuver sa rémunération au rendement et ses augmentations annuelles, d'approuver les activités de formation et de perfectionnement et de l'y inscrire, ainsi qu'à attester ses réalisations. *Usages compatibles :* Ce fichier sert à appuyer les décisions relatives à la rémunération et aux avantages sociaux, aux présences et aux congés, aux mutations, aux promotions, aux rétrogradations, à l'aide, à la discipline, à la cessation d'emploi, au perfectionnement et à la formation. Organismes chargés de l'application des lois, employeurs précédents (privés, provinciaux, fédéraux). *Normes de conservation et de destruction :* Les documents sont conservés jusqu'à ce que l'employé atteigne l'âge de soixante-dix ans. Les documents historiques sont transférés aux Archives nationales du Canada. *No. APC :* 78-001 *Enregistrement (SCT) :* 001086 *Numéro de fichier :* SCC PPE 802

Voyages et réinstallations
Description : Ce fichier renferme les autorisations, les avances, les demandes de remboursement, les reçus, les préparatifs de voyage, les itinéraires et la correspondance concernant les déplacements, les réinstallations ou les affectations à l'étranger des employés. Les personnes qui désirent avoir accès à des renseignements personnels les concernant dans ce fichier doivent indiquer leur lieu de travail et leur destination, la data approximative du voyage et toute autre donnée permettant d'accélérer le traitement de leurs demandes. *Catégorie de personnes :* Employés de l'institution. *But :* Ce fichier a pour but d'emmagasiner des renseignements concernant les voyages, les réinstallations et les affectations à l'étranger des fonctionnaires. *Usages compatibles :* Approuver les questions de voyage et de réinstallation ainsi que les affectations à l'étranger, les avances et les demandes de remboursement. *Normes de conservation et de destruction :* Les dossiers sont détruits six ans après l'exercice financier durant lequel il y a eu règlement des frais de voyage ou de réinstallation. *Enregistrement (SCT) :* 002688 *Numéro de fichier :* SCC PPE 805

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Évaluation du rendement

Formation et perfectionnement

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Primes d'encouragement

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Vérification de la fiabilité

Service correctionnel Canada

Chapitre 92

Fichiers particuliers

Dossiers sur l'évaluation de la tuberculose

Description : Ce fichier renferme certains types, ou tous les types, de renseignements suivant : renseignements démographiques, histoire médicale passée et présente, y compris l'histoire médicale sur la tuberculose, symptômes de la tuberculose, documentation ayant trait aux examens cutanés Mantoux et autres renseignements ayant trait au Programme pour le Contrôle et la Prévention de la Tuberculose du Service correctionnel du Canada (SCC). Les individus qui désirent obtenir ces renseignements doivent fournir leur nom et prénom, date de naissance, et l'endroit où se trouve le dossier qu'ils désirent obtenir. Ces demandes peuvent être envoyées soit à la Direction de l'Accès à l'information et protection des renseignements personnels du Service correctionnel du Canada ou de Santé Canada, ou à l'infirmi(è)r(e) en service à Santé Canada. *Catégorie de personnes :* Employés actuels et anciens du SCC. *But :* Le but de ce fichier est de conserver des dossiers sur toutes les évaluations de la tuberculose sur les employés du SCC, d'exercer un contrôle sur la mise en oeuvre des mesures de suivi et de prévention de la tuberculose, et fournir des données statistiques en matière de décisions scientifiques. *Usages compatibles :* Les renseignements peuvent servir à l'interne à des fins de gestion des programmes et à des fins de recherche, de planification, d'évaluation, de statistiques, et pour des vérifications internes. Les renseignements peuvent aussi être remis a des représentants des provinces oeuvrant dans le domaine de la santé. *Normes de conservation et de destruction :* Les dossiers sont conservés jusqu'à ce que l'employé ait atteint l'âge de 75 ans, ou, s'il est âgé de 70 ans, ou plus, les dossiers sont conservés pendant cinq ans suivant la dernière évaluation. Lorsque survient l'expiration de la période de conservation, certains de ces dossiers sont alors placés sous la garde des Archives nationales du Canada aux fins des archives et les autres sont détruits. *Enregistrement (SCT) :* 003906 *Numéro de fichier :* SCC PPE 806

Dotation

Description : Ce fichier contient les demandes de dotation, les descriptions de poste, les échelles de salaire, les profils de sélection, les affiches de concours, les demandes de mutation, les listes de mises à pied, les imprimés d'ordinateur relatifs au répertoire des ressources humaines, les demandes d'emploi des candidats, les listes de candidats, les évaluations de jurys de sélection, y compris les notes d'évaluation provenant du comité de dotation en personnel, les documents relatifs aux examens et à leurs résultats, les listes d'admissibilité, les offres d'emploi, les avis destinés aux candidats, les avis relatifs au droit d'appel et les documents à cet égard, et la correspondance relative à la dotation faite par divers moyens, notamment par voie de concours et à l'aide du répertoire des ressources humaines. On trouve dans les dossiers du fichier une grande variété de renseignements personnels qui portent notamment sur l'âge, le sexe, les niveaux des études et le numéro d'assurance sociale. On peut également trouver des avis relatifs à des décisions de dotation dans le dossier personnel d'un employé. Les personnes qui désirent avoir accès à des renseignements personnels les concernant dans ce fichier doivent indiquer le numéro du poste ou le numéro du concours, le cas échéant, au sujet duquel ils veulent obtenir des renseignements et toute autre donnée utile permettant d'accélérer le traitement de leurs demandes. *Catégorie de personnes :* Employés de l'institution. *But :* Ce fichier contient des renseignements qui peuvent être utilisés pour la dotation de postes au sein des ministères et organismes fédéraux. *Usages compatibles :* Sélectionner des candidats, doter des postes et traiter les appels relatifs aux nominations et aux promotions. Sur demande, des renseignements peuvent être fournis à un participant à un processus de sélection conformément à la politique de la Commission de la Fonction publique (CFP) sur la "Communication de renseignements à la suite d'une sélection" en vue d'expliquer les raisons de la décision. *Normes de conservation et de destruction :* Les dossiers sont conservés pendant une période de deux ans suivant l'expiration de la liste d'admissibilité utilisée pour combler un poste et, ensuite, les dossiers sont détruits, pourvu que deux ans se soient écoulés depuis la dernière utilisation à des fins administratives des renseignements en question. *Enregistrement (SCT) :* 002686 *Numéro de fichier :* SCC PPE 803

Griefs

Description : Ce fichier contient les griefs présentés par les employés et par les représentants des unités de négociation, les accusés de réception et les réponses de la direction, les témoignages, les opinions juridiques, les rapports d'enquête et d'analyse, les descriptions de poste nécessaires lors de griefs sur la classification et toute la correspondance échangée au sujet des griefs. Les personnes qui désirent avoir accès à des renseignements personnels les concernant dans ce fichier doivent indiquer le numéro du grief, le lieu où le grief a été déposé et la date approximative du dépôt, ainsi que toute autre donnée permettant d'accélérer le traitement de leurs demandes. *Catégorie de personnes :* Employés de l'institution. *But :* Ce fichier a pour but de consigner les renseignements utilisés à tous les paliers de règlement des griefs, même au niveau de la commission des relations de travail dans la Fonction publique. *Normes de conservation et de destruction :* Les dossiers sont détruits après une période de trois ans suivant la date de règlement du grief ou la data à laquelle la Commission

gestion afin que nous puissions extraire ce dossier, qui est conservé cinq ans avant d'être détruit. Ce fichier renferme aussi des résumés de décisions concernant la dotation; les présences et les congés, y compris les registres des congés et des présences et les certificats médicaux pour les congés de maladie; des renseignements médicaux aux fins de l'établissement des droits aux prestations, de la prise de décisions par l'administration sur des points comme les mutations ou les renvois pour des raisons fondées sur les avis médicaux; des données sur la planification de la relève, la formation et le perfectionnement; des décisions concernant les indemnités et l'aptitude au travail; ainsi que des renseignements sur la discipline et les cotes de sécurité. La plupart des renseignements concernant ces sujets se trouvent toutefois dans divers autres fichiers. *Catégorie de personnes :* Employés du SCRS et certains candidats à un poste (ex., pour ce qui est des renseignements touchant les langues officielles). *But :* Ce fichier a pour but de faciliter la gestion des ressources humaines du SCRS dans les secteurs administratif et opérationnel. *Usages compatibles :* Les données que renferme ce fichier peuvent servir à faire en sorte que les mesures prises au Service dans le secteur de la gestion des ressources humaines sont coordonnées et certifiées dans l'intérêt à la fois de l'employé et du SCRS, y compris les décisions relatives à la dotation, à la planification de la relève, aux examens médicaux, à l'aide aux employés, à l'équité en matière d'emploi et au multiculturalisme, à la rémunération et aux avantages sociaux, à la formation et au perfectionnement, à l'hygiène et à la sécurité au travail, aux langues officielles, à la discipline, aux cotes de sécurité et aux pensions. Elles peuvent également être utilisées pour vérifier des références professionnelles et pour rédiger des lettres de félicitations ou de condoléances. Elles peuvent être communiquées à Développement des ressources humaines Canada, à la commission de la Fonction publique, aux agents négociateurs de la Fonction publique, à Statistique Canada, aux assureurs des régimes d'assurance collective de la Fonction publique, à le Commission des relations de travail dans la Fonction publique ainsi qu'à d'autres ministères et organismes fédéraux, compte tenu d'une application stricte du principe de l'accès sélectif. Elles peuvent servir de source d'information ou pour la liaison avec les systèmes suivants : Système d'information des titulaires, Système de rapports sur les congés, Système de rapports sur les services supplémentaires, Système d'information sur les langues officielles, Fichier d'information sur la mobilité des employés, Système Versements/Retenues, Système sur les congés sans solde, Système d'information sur la formation et le perfectionnement, Système de collecte de données sur les postes et Système informatisés statistiques (CFP PCE 761) de la Commission de la Fonction publique et de Secrétariat du Conseil du Trésor. Les données figurant dans ce fichier peuvent également servir comme source d'information ou pour établir des liaisons avec d'autres sources de renseignements afin que le SCRS puisse remplir le mandat qui lui est conféré par la loi. Toutes les liaisons concernant la gestion des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. Ces renseignements peuvent enfin servir à des fins de recherche, de vérification, de planification, d'évaluation et de statistiques. *Normes de conservation et de destruction :* Les dossiers des employés du SCRS sont conservés par le Service au moins juqu'à ce que le sujet ait atteint l'âge de 90 ans ou pendant deux ans après le décès du sujet, pourvu que deux ans se soient écoulés depuis la dernière fois où le dossier a été utilisé à des fins administratives; au terme de cette période, le SCRS transfère le dossier aux Archives nationales du Canada s'il a une valeur historique ou archivistique. Sinon, il le détruit. Les dossiers sur les langues officielles sont conservés par le Service pendant cinq ans après la date de la dernière inscription, puis sont détruits. Les données sur les inscriptions, les présences, les demandes d'inscription aux cours de langue et les compétences acquises sont éliminées deux ans après la date du dernier document versé au dossier. Les dossiers sur les évaluations du rendement sont conservés pendant cinq ans, puis détruits. *Enregistrement (SCT) :* 003784 *Numéro de fichier :* SRS PPE 808

Voyages et réinstallations

Description : Ce fichier renferme les autorisations, les avances, les demandes de remboursement, les reçus, les préparatifs de voyage, les itinéraires et la correspondance concernant les déplacements, les réinstallations ou les affectations à l'étranger des employés. *Catégorie de personnes :* Employés du SCRS. *But :* Ce fichier a pour but d'emmagasiner des renseignements concernant les voyages, les réinstallations et les affectations à l'étranger des employés du SCRS. *Usages compatibles :* Administrer les fonctions touchant les voyages et les réinstallations (approbations), ainsi que les affectations à l'étranger (autorisations, avances, demandes de remboursement). Ces renseignements peuvent également servir à des fins de recherche, de vérification, de planification, d'évaluation et de statistiques. *Normes de conservation et de destruction :* Les dossiers sont détruits six ans après l'exercice financier durant lequel il y a eu règlement des frais de voyage ou de réinstallation. *Enregistrement (SCT) :* 002146 *Numéro de fichier :* SRS PPE 819

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Stationnement

dans le fichier SRS PPE 814. *Catégorie de personnes :* Employés du SCRS. *But :* Ce fichier a pour but de fournir la documentation nécessaire à l'administration des programmes de sécurité et d'hygiène au travail au SCRS, notamment la prévention des accidents, la protection de la santé et les autorisations de congés et d'indemnités touchant les lésions et les maladies professionnelles. Il vise à consigner tous les détails se rapportant à la sécurité et à l'hygiène au travail ainsi que les causes d'accidents et de lésions, afin de prévenir les accidents, d'assurer la protection de la santé, et de permettre l'administration efficace de chaque programme de sécurité et d'hygiène au SCRS. *Usages compatibles :* Étayer les décisions connexes aux indemnités destinées aux travailleurs (y compris celles des commissions provinciales des accidents du travail), aux congés d'accident au travail ainsi qu'à la paye et aux avantages sociaux; servir de moyen permettant de prévenir les lésions, les maladies et les incapacités subséquentes qui découlent des conditions de travail ou qui sont aggravées par celles-ci; assurer que des individus sujets à certains risques professionnels déterminés soient en mesure de continuer à travailler sans préjudice pour leur santé, leur sécurité ou celle des autres et établir des conditions qui permettront à certains individus souffrant de maladies ou d'incapacités de continuer à travailler dans des conditions contrôlées. Ces renseignements peuvent également servir à des fins de recherche, de vérification, de planification, d'évaluation et de statistiques. *Normes de conservation et de destruction :* Les dossiers sur les accidents et les maladies du travail sont conservés pendant dix ans puis détruits, si Développement des ressources humaines Canada en a un double. Le dossier se rapportant à un accident en particulier peut être joint au dossier personnel de l'employé, dont la conservation est assujettie aux normes applicables à ce fichier. *Enregistrement (SCT) :* 002140 *Numéro de fichier :* SRS PPE 813

Services de santé

Description : Ce fichier contient des évaluations psychologiques, des dossiers médicaux et d'examen de santé, des rapports, des formulaires et de la correspondance relative aux blessures et à l'état de santé de l'employé et des informations sur les membres de sa famille immédiate dont l'état de santé pourrait avoir une incidence sur son rendement. *Catégorie de personnes :* Les employés du SCRS et les membres de leurs familles. *But :* Établir la capacité de l'employé à s'acquitter de ses fonctions compte tenu de son état de santé physique et mentale; présenter des recommandations lorsque la santé physique ou mentale constitue un critère déterminant eu égard à la dotation d'un poste; établir les droits aux congés de maladie ou l'admissibilité aux programmes d'assurance. *Usages compatibles :* L'information peut servir à l'intérieur des mécanismes de recours ou de griefs et à des fins, de dotation et d'administration des programmes de rémunération et d'avantages sociaux; être utilisée par les praticiens pour poursuivre le traitement ou par les médecins et les psychologues nommés au Comité d'évaluation du dossier de santé; servir à déterminer l'admissibilité de l'employé à une pension d'invalidité de la Commission canadienne des pensions; être utilisée à des fins de recherche, de vérification, de planification, d'évaluation et de statistiques. Toutes les liaisons concernant l'administration des ressources humaines et les programmes de rémunération et d'avantages sociaux sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. *Normes de conservation et de destruction :* Les dossiers sont conservés jusqu'à ce que l'employé atteigne 70 ans ou que deux ans se soient écoulés depuis la dernière mesure administrative. Les dossiers jugés de nature historique ou qui ont une valeur sur le plan des archives doivent être remis aux Archives nationales du Canada; les autres doivent être détruits. *Enregistrement (SCT) :* 003300 *Numéro de fichier :* SRS PPE 827

Services du personnel du SCRS

Description : Ce fichier contient les caractéristiques personnelles, soit l'âge, le sexe et le numéro d'assurance sociale; l'adresse personnelle; la citoyenneté; des renseignements sur les études (relevés de notes, certificats et diplômes); des données sur les langues officielles, notamment les inscriptions à des cours de langue, les fiches de présence, les demandes d'inscription et les compétences acquises, ainsi que les exigences linguistiques des postes et les primes au bilinguisme; des renseignements sur les emplois antérieurs ailleurs qu'à la Fonction publique; les curriculum vitae et les références; l'emplacement des organismes concernés; les nominations et les mutations; les évaluations du rendement, y compris le niveau de rendement de l'employé (habiletés, aptitudes, réalisations et intérêts); et les évaluations, à l'interne et à l'externe, de leurs aptitudes en gestion; les promotions et les rétrogradations; les périodes d'emploi, notamment les stages, les mises à pied et la durée d'emploi; la classificaiton, y compris les numéros de poste, les groupes, les niveaux, les titres et les traitements; ainsi que des informations sur les pensions et les assurances, notamment les noms des bénéficiaires. On peut également y trouver, le cas échéant, des renseignements concernant le service militaire, y compris les périodes et les domaines de service; les exclusions des négociations collectives, notamment le statut d'employé désigné et l'identification de l'agent négociateur; les réalisations professionnelles, y compris les publications, les brevets et les primes; les passeports et les permis d'arme à feu nécessaires pour occuper le poste; ainsi que des renseignements sur la cessation d'emploi, notamment les certificats et les raisons du départ de l'employé. Ce fichier comprend en outre des données sur l'examen par le Service des plaintes déposées en vertu de la Loi sur les langues officielles, ses recommandations et les mesures correctives qu'il a prises. A cet égard, les demandeurs doivent préciser quel a été leur rôle dans le processus pour être autorisés à consulter les dossiers qui les intéressent. Les personnes intéressées doivent indiquer la date approximative de l'évaluation de leurs aptitudes en

Programmes d'équité en matière d'emploi et du multiculturalisme
Description : Ce fichier contient des renseignements personnels sur les employés et indique si ceux-ci sont intéressés à participer au programme d'équité en matière d'emploi. Tous ces renseignements ont été recueillis au moyen de questionnaires ou d'entrevues, ou compilés à partir de dossiers d'employés ou de systèmes informatiques. Il est demandé aux répondants d'indiquer, de leur plein gré leur nom, leur sexe et s'ils sont autochtones, handicapés ou font partie d'une minorité visible. ***Catégorie de personnes :*** Employés du Service. ***But :*** Ce fichier contient toute la documentation nécessaire à la mise en oeuvre de la politique d'équité en matière d'emploi au SCRS. C'est grâce à ces renseignements qu'il est possible d'obtenir un tableau complet des employés, par sexe et appartenance à un groupe désigné (femmes, autochtones, personnes handicapées et personnes faisant partie de minorités visibles). Ces renseignements sont utilisés pour dresser un profil personnel des employés et comparer la situation des membres des groupes désignés à celle des groupes au sein du Service qui ne le sont pas et celle de leurs homologues sur le marché du travail canadien. Toute liaison nécessaire à l'administration du Programme d'équité est conforme aux dispositions de la Loi sur la protection des renseignements personnels. ***Usages compatibles :*** Le ministère peut recueillir des données pour des fins statistiques, pour obtenir des renseignements sur les employés, ou encore à ces deux fins. Les renseignements recueillis sont utilisés dans le cadre du programme d'équité en matière d'emploi du Service, afin de déterminer s'il y a discrimination systémique dans l'embauche, de l'éliminer s'il y a lieu et d'introduire des mesures temporaires spéciales qui permettront aux groupes désignés d'être admis et d'être représentés d'une manière équitable au Service. Les renseignements peuvent également être utilisés à l'élaboration et à la mise en oeuvre de la politique connexe à l'équité en matière d'emploi. ***Normes de conservation et de destruction :*** Les dossiers sur l'équité en matière d'emploi sont habituellement conservés deux ans, puis détruits. Les données contenues dans ce fichier peuvent également servir à des fins de vérification. *Enregistrement (SCT) :* 002133 ***Numéro de fichier :*** SRS PPE 824

Rémunération et avantages sociaux
Description : Ce fichier contient les certifications nécessaires pour la rémunération, les indemnités et les déductions et présente des renseignements au sujet du traitement et des avantages sociaux pour chaque employé, y compris le numéro d'assurance sociale, ainsi que la correspondance connexe à l'administration de la paye et des avantages sociaux. Le fichier peut également comprendre des dispositions concernant la saisie-arrêt et la distraction des fonds. Les dossiers touchant les gains et la pension de retraite sont joints au dossier personnel de chaque employé. ***Catégorie de personnes :*** Employés de l'institution. ***But :*** Ce fichier contient de la documentation sur l'administration de la rémunération et des avantages sociaux au sein des ministères et organismes fédéraux. Il sert également à approuver le paiement des traitements et des indemnités ainsi que les retenues. Le numéro d'assurance sociale est utilisé à des fins d'identification et afin d'assurer l'uniformité de l'administration de la paye et des avantages sociaux. Le numéro d'assurance sociale doit être obligatoirement fourni pour ce fichier; toutefois, il peut y avoir des cas d'exception lorsqu'il y a des circonstances spéciales. ***Usages compatibles :*** Permettre la vérification et la conciliation des comptes relatifs à la paye (par exemple, la rémunération et les rétributions) et le recouvrement des trop- payés et des dettes envers la Couronne et, le cas échéant, permettre l'exécution des ordonnances émises dans le cadre de la Loi sur la saisie-arrêt et la distraction de pensions. Des renseignements sont également fournis à Travaux publics et Services gouvernementaux Canada, pour faciliter le versement des salaires et des cotisations aux divers régimes de santé provinciaux, aux assureurs des régimes collectifs et aux syndicats, aux fins de la vérification des cotisations. Les renseignements versés dans ce fichier peuvent être utilisés pour l'établissement des budgets, ainsi qu'à des fins de recherche, de vérification, de planification, d'évaluation et de statistiques. ***Normes de conservation et de destruction :*** Pour ce qui est de la documentation générale touchant la rémunération et les déductions ainsi que de la correspondance, les dossiers sont détruits deux ans après la fin de l'année financière, sauf s'il faut régler des paiements excédentaires, recouvrer des sommes dues à l'Etat ou exécuter des ordonnances de saisie-arrêt ou de distraction de pensions, cas où les dossiers sont conservés jusqu'à ce que les paiements excédentaires soient réglés, les sommes dues soient recouvrées et l'ordonnance de saisie-arrêt ou de distraction ne soit plus en vigueur. *Enregistrement (SCT) :* 002130 ***Numéro de fichier :*** SRS PPE 823

Sécurité et hygiène au travail
Description : Ce fichier comprend des rapports d'enquête sur des accidents et sur des lésions ou des maladies professionnelles et la correspondance connexe, ainsi que des copies du Rapport d'enquête sur les accidents que doit remplir le superviseur; ces documents sont conservés par le SCRS, au centre de responsabilité concerné. Conformément à la politique du Conseil du Trésor, le SCRS conserve également des dossiers sur les premiers soins administrés. Ce fichier contient des renseignements sur les plaintes dont le Comité de sécurité et d'hygiène au travail a été saisi, ses conclusions, ses recommandations et la correspondance connexe. Développement des ressources humaines Canada ou l'organisme provincial responsable conservent des dossiers médicaux, les demandes d'indemnisation et la correspondance connexe, et des dossiers touchant les sommes déboursées. (Dossier sur l'indemnisation des employés de l'État, DRHC PEC 701). Les dossiers concernant les accidents de véhicules, les enquêtes à leur sujet et le règlement de ces accidents sont conservés

rapports d'enquête et les analyses; et toute la correspondance relative aux griefs et à l'arbitrage. *Catégorie de personnes :* Employés du SCRS. *But :* Ce fichier a pour but de consigner les renseignements utilisés à tous les paliers de règlement des griefs et de la procédure d'arbitrage, y compris au niveau de la Commission des relations de travail dans la Fonction publique. *Usages compatibles :* Les renseignements contenus dans ce fichier sont utilisés exclusivement pour consigner et, le cas échéant, aider à résoudre les griefs y compris les renvois à l'arbitrage de la Commission des relations de travail dans la Fonction publique. Ils peuvent également servir à des fins de recherche, de vérification, de planification, d'évaluation et de statistiques. *Normes de conservation et de destruction :* Les dossiers concernant les griefs et l'arbitrage sont conservés pendant cinq ans après le règlement définitif du différend, puis détruits. *Enregistrement (SCT) :* 002143 *Numéro de fichier :* SRS PPE 816

Harcèlement et discrimination en milieu de travail
Description : Ce fichier contient la correspondance relative aux plaintes de harcèlement et/ou de discrimination; les rapports d'entrevue avec les plaignants et les présumés harceleurs; les rapports d'entrevue avec les témoins des incidents; les récapitulations des enquêtes faites par la direction; les analyses des événements et les décisions prises au sujet d'incidents donnés. Ces renseignements doivent constituer un dossier distinct et ne pas être versés dans le dossier personnel du plaignant. Lorsqu'une mesure disciplinaire est prise à la suite d'une enquête, ils doivent être transférés dans le fichier des mesures disciplinaires. *Catégorie de personnes :* Employés de l'institution. *But :* Consigner les renseignements nécessaires pour traiter les plaintes de harcèlement et/ou discrimination en milieu de travail, pour établir qu'il s'agit vraiment d'un cas de harcèlement et/ou discrimination et, dans l'affirmative, pour déterminer les mesures appropriées, y compris les mesures disciplinaires, qu'il convient de prendre pour mettre fin à cette situation. *Usages compatibles :* Étayer les décisions prises à la suite de l'enquête et de l'analyse relatives à la plainte. *Normes de conservation et de destruction :* Les dossiers sont détruits deux ans après la date de la dernière mesure administrative qui a été prise. *Enregistrement (SCT) :* 003298 *Numéro de fichier :* SRS PPE 825

Mécanisme de recours lié à la classification
Description : Ce fichier contient les demandes de recours des employés du SCRS liées à la classification de leurs postes, les accusés de réception, le rapport du Comité de recours, les avis de décision et toute information personnelle relative à la résolution du grief. Pour que l'information puisse être repérée, il faut inscrire les numéros des postes et les dates des demandes de recours. *Catégorie de personnes :* Employés du SCRS. *But :* Faciliter l'accès aux renseignements personnels recueillis dans le cadre des procédures de recours liées à la classification. *Usages compatibles :* Les renseignements contenus dans ce fichier peuvent servir à résoudre les griefs ultérieurs ou les appels relatifs à la classification. Ils peuvent aussi être utilisés à des fins de recherche, de planification, de vérification et de statistiques. *Normes de conservation et de destruction :* Les dossiers sont détruits cinq ans après la dernière mesure administrative qui a été prise. *Enregistrement (SCT) :* 003631 *Numéro de fichier :* SRS PPE 830

Primes d'encouragement et distinctions
Description : Le fichier contient des renseignements sur les employés qui ont été nommés pour des primes, dans le cadre du Régime des primes d'attestation du mérite du SCRS ainsi que sur ceux qui ont bénéficié d'une bourse du SCRS. Ces renseignements peuvent comprendre des curriculum vitae, des descriptions à l'appui de contributions méritoires concernant leurs fonctions, ou des suggestions pour améliorer des opérations de la Fonction publique ou du SCRS, ainsi que des rapports de recommandations, dûment remplis, concernant soit la prime au mérite ou la prime à l'initiative. Ce fichier renferme également des renseignements sur les employés dont on a étudié le dossier en vue de leur décerner la Prime de longs services ou le Prix Sir William Stephenson. *Catégorie de personnes :* Les employés du SCRS, dont la candidature a été proposée ou qui ont participé aux programmes des primes d'encouragement et des distinctions du SCRS, au Régime des primes d'attestation du mérite des employés du SCRS, ainsi que ceux qui ont demandé la bourse Sir William Stephenson. *But :* Le fichier a pour but de répertorier les personnes admissibles à une prime ou à une distinction dans le cadre des programmes du SCRS ou du Régime des primes d'attestation du mérite des employés du SCRS, ou admissibles à la Bourse Sir William Stephenson. *Usages compatibles :* Les renseignements contenus dans ce fichier sont utilisés pour établir des précédents au sujet des primes et pour vérifier à rebours les dépenses de fonds. Ce fichier peut être utilisé comme source d'information ou pour les liaisons avec les autres établissements gouvernementaux qui participent au Régime des primes d'attestation du mérite des employés du SCRS, afin de déterminer si la suggestion ou la demande de prime justifie, en raison de son caractère unique, une récompense. Le ministère des Travaux publics et des Services gouvernementaux émet les chèques et utilise les NAS aux fins de l'impôt sur le revenu. Ces renseignements peuvent également servir à des fins de recherche, de vérification, de planification, d'évaluation et de statistiques. *Normes de conservation et de destruction :* Les données sur le Régime des primes d'attestation du mérite des employés du SCRS sont conservées pendant six ans et celles sur les autres primes sont gardées pendant trois ans, puis on détermine s'il y a lieu de les transférer aux Archives nationales. Celles sur les suggestions et les candidatures rejetées sont détruites deux ans après la dernière mesure administrative. *No. APC :* 86-001 *Enregistrement (SCT) :* 002152 *Numéro de fichier :* SRS PPE 822

veulent avoir accès aux renseignements qui les concernent et qui figurent dans un dossier de concours doivent fournir le numéro du concours pour que l'on puisse les trouver et les récupérer. On trouve dans les dossiers du fichier une grande variété de renseignements personnels, qui portent notamment sur l'âge, le sexe, le niveau des études et/ou l'expérience de travail. On peut également trouver des avis relatifs à des décisions de dotation dans le dossier personnel d'un employé. *Catégorie de personnes :* Employés du SCRS. *But :* Ce fichier contient des renseignements qui peuvent être utilisés pour la dotation de postes au sein du SCRS. *Usages compatibles :* Sélectionner des candidats, doter des postes et traiter les appels relatifs aux nominations et aux promotions. Pour avoir accès à ces renseignements, il faut, le cas échéant, donner le numéro du concours. Ce système peut servir de source d'information pour le Fichier de données sur le programme d'équité en matière d'emploi, la Commission de la Fonction publique, Statistique Canada, ainsi que d'autres ministères et organismes fédéraux. On peut servir de ce système comme source d'information ou comme lien pour les fichiers suivants : Système d'information des titulaires; Système Versements/Retenues; Système de rapports sur les services supplémentaires; Système d'information sur les langues officielles; Fichier d'information sur la mobilité des employés; Système sur les congés sans solde; Système de collecte de données sur les postes; et le fichier des systèmes informatisés statistiques (CFP PCE 761) que détient la Commission de la Fonction publique. Il est également possible d'établir des liaisons avec les fichiers énumérés ci-dessus. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. Ces renseignements peuvent également servir à des fins de recherche, de vérification, de planification, d'évaluation et de statistiques. *Normes de conservation et de destruction :* Les dossiers sont conservés deux ans après l'expiration de la liste d'admissibilité utilisée pour combler un poste ou deux ans après toute mesure administrative. *Enregistrement (SCT) :* 002136 *Numéro de fichier :* SRS PPE 809

Formation et perfectionnement

Description : Ce fichier comprend des données personnelles notamment : les demandes de cours et les évaluations; le numéro de dossier personnel; les résultats des examens et les certificats; les relevés de paiement des frais; la correspondance connexe à la participation des employés à des cours de formation et de perfectionnement parrainés par le gouvernement ou donnés par des organismes privés. Le fichier contient aussi le numéro d'assurance sociale des employés qui ont bénéficié du Programme de paiement des frais de scolarité. Il comprend aussi le numéro d'assurance sociale des anciens employés (réguliers, spéciaux et civils) de la GRC qui ont été inscrits aux cours donnés par la Centre canadien de gestion. Il contient également des renseignements personnels relatifs à des programmes de mutation et de perfectionnement des employés comme le Programme des congés d'étude non payés. Sont également inclus les renseignements sur des employés qui ont suivi des cours de la Commission de la fonction publique. La collecte de ces renseignements est effectuée en vertu de la Loi sur les relations de travail dans la Fonction publique et de la Loi sur l'emploi dans la Fonction publique. Les dossiers relatifs à la participation et aux résultats obtenus sont joints aux dossiers personnels des employés et l'on trouve, dans le fichier Services du personnel du SCRS, les renseignements touchant le besoin en perfectionnement pour chaque employé en vue d'améliorer son rendement. *Catégorie de personnes :* Employés du SCRS. *But :* Ce fichier a pour but de fournir de la documentation pour l'administration des programmes de formation et de perfectionnement au SCRS. *Usages compatibles :* Approuver et inscrire la participation des employés à des cours de formation et de perfectionnement et confirmer les réalisations des employés. Les renseignements relatifs à l'administration de la paye des employés figurent également dans le fichier sur la rémunération et les avantages sociaux. Ce système peut servir de source d'information pour le Fichier de données sur le programme d'équité en matière d'emploi, la Commission de la Fonction publique, les agents négociateurs de la Fonction publique, Statistique Canada, ainsi que d'autres ministères et organismes fédéraux. On peut se servir de ce système comme source d'information pour les fichiers suivants : Système d'information des titulaires; Système Versements/Retenues; Système de rapports sur les congés; Système de rapports sur les services supplémentaires; Système d'information sur les langues officielles; Programme d'avancement professionnel dues agents de reseignements; Système sur les congés sans solde; Système de collecte de données sur les postes; et le fichier des Systèmes informatisés statistiques (CFP PCE 761) que détient la Commission de la Fonction publique. Il est également possible d'établir des liaisons avec les fichiers énumérés ci-dessus. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. Ces renseignements peuvent également servir à des fins de recherche, de vérification, de planification, d'évaluation et de statistiques. *Normes de conservation et de destruction :* Les dossiers versés dans ce fichier sont conservés cinq ans après la fin des cours de formation pour contrôler les progrès réalisés par l'employé et lui assurer le perfectionnement voulu, puis ils sont détruits. Les dossiers sur la formation spécialisée sont conservés pendant dix ans puis transférés aux Archives nationales du Canada. *Enregistrement (SCT) :* 002138 *Numéro de fichier :* SRS PPE 811

Griefs et arbitrage

Description : Ce fichier contient les griefs présentés par les employés et par les représentants des unités de négociation; les accusés de réception et les réponses de la direction; les témoignages; les opinions juridiques; les

recherche, de vérification, de planification, d'évaluation et de statistiques. ***Normes de conservation et de destruction :*** Deux ans après la date à laquelle la mesure disciplinaire a été prise, pourvu qu'aucune autre mesure disciplinaire n'ait été enregistrée dans l'intervalle. Lorsque des mesures disciplinaires ont été annulées ou qu'il a été établi que les accusations d'écart de conduite n'étaient pas fondées, la documentation relative à la mesure en cause peut être immédiatement détruite lorsque l'employé concerné en fait la demande par écrit. ***Enregistrement (SCT) :*** 002144 ***Numéro de fichier :*** SRS PPE 817

Conflits d'intérêts

Description : Ce fichier renferme (1) les documents attestant que l'employé a lu et compris la politique du SCRS sur les conflits d'intérêts et s'engage à l'observer comme condition d'emploi, et indiquant s'il possède ou non des biens ou des intérêts qui sont, ou pourraient être, incompatibles avec l'exercice de ses fonctions; (2) des rapports confidentiels faisant état des biens ou des intérêts qui sont, ou pourraient être, incompatibles avec l'exercice de ses fonctions; (3) des rapports d'enquêtes et de la correspondance portant sur des conflits d'intérêts réels, éventuels ou apparents liés à l'incompatibilité réelle, ou éventuelle, entre les affaires personnelles de l'employé et l'exercice de ses fonctions. ***Catégorie de personnes :*** Employés du SCRS. ***But :*** Consignation des renseignements (1) qui indiquent si l'employé a lu et compris la politique du SCRS sur les conflits d'intérêts et s'engage à l'observer comme condition d'emploi; (2) qui indiquent s'il existe des conflits d'intérêts réels, éventuels ou apparents pour les employés du SCRS; (3) qui permettent de tenir un registre de tous les conflits d'intérêts réels, éventuels ou apparents; (4) qui permettent de consigner toutes les mesures d'observation d'après-mandat qui sont requises de l'employé. ***Usages compatibles :*** Régler des conflits d'intérêts réels, éventuels ou apparents, et étayer les décisions prises au sujet des mutations et des mesures disciplinaires en cas de conflits d'intérêts non réglés. Permettre aux agents désignés de déterminer si un ancien employé respecte les mesures d'observation d'après-mandat qui lui sont applicables. Les informations peuvent aussi servir à des fins de vérification. ***Normes de conservation et de destruction :*** Le SCRS conserve ces documents pendant la durée d'emploi, plus deux ans, après quoi ils sont détruits. ***Enregistrement (SCT) :*** 003299 ***Numéro de fichier :*** SRS PPE 826

Cotes de sécurité (Antérieurement autorisations sécuritaires)

Description : Ce fichier contient tous les antécédents personnels; les résumés des enquêtes faites par le Service canadien du renseignement de sécurité (SCRS), auparavant le Service de sécurité de la Gendarmerie royale du Canada (GRC); des cartes d'empreintes digitales; les antécédents criminels; le numéro d'assurance sociale; les séances de briefing et la correspondance connexe à la cote de sécurité attribuée aux employés et les résultats des tests polygraphiques. Des remarques au sujet du niveau de la cote de sécurité peuvent être ajoutées au dossier personnel de l'employé. Le fichier renferme aussi des informations sur les voyages d'agrément qui peuvent susciter des craintes pour la sécurité de l'employé, les vérifications informatiques et la correspondance ayant trait à l'employé. ***Catégorie de personnes :*** Employés du SCRS, candidats à un emploi, contractuels et personnel des entreprises ayant conclu des marchés avec l'administration fédérale. ***But :*** Ce fichier vise à consigner des renseignements concernant l'établissment de la cote de sécurité s'appliquant à l'employé, à l'égard des conditions d'emploi, dans la mesure où ces données ont trait à la gestion du personnel du Service. Il peut également servir à déterminer le niveau de la cote de sécurité et à fournir les renseignements nécessaires à l'administration des mesures de sécurité du gouvernement. ***Usages compatibles :*** Étayer les décisions se rapportant à des mutations, à des promotions, à des mesures disciplinaires, aux augmentations automatiques, au prolongement ou à la fin de la période d'emploi et à l'attribution des cartes d'identité ou de laissez-passer, et aider les employés du SCRS à déterminer si d'autres personnes ont l'autorisation d'être sur les lieux. Les données versées dans ce fichier peuvent également servir à vérifier si les conditions d'emploi sont respectées, dans le contexte de la gestion du personnel du Service. Ce fichier peut être utilisé comme une source d'information ou pour la liaison avec d'autres sources d'information, afin que le SCRS puisse remplir le mandat qui lui est conféré par la loi. Toute liaison est conforme aux dispositions de la Loi sur la protection des renseignements personnels. Ces renseignements peuvent également servir à des fins de recherche, de vérification, de planification, d'évaluation et de statistiques. ***Normes de conservation et de destruction :*** Les renseignements sont conservés jusqu'à ce que l'intéressé ne soit plus au service du SCRS; et sont détruits au bout de dix ans. Les données sur les candidats non retenus ainsi que sur les contractuels sont gardées pendant au moins dix ans, puis détruites. ***Enregistrement (SCT) :*** 002142 ***Numéro de fichier :*** SRS PPE 815

Dotation

Description : Ce fichier contient les demandes de dotation; les descriptions de poste; les échelles de salaire; les profils de sélection; les affiches de concours; les demandes de mutation; les listes de mises à pied; les imprimés d'ordinateur relatifs au répertoire des ressources humaines; les demandes d'emploi; les listes de candidats; les évaluations des jurys de sélection, y compris les rapports et les notes d'évaluation provenant du comité de dotation; les documents relatifs aux examens et à leurs résultats, y compris les résultats des tests psychologiques; les listes d'admissibilité; les offres d'emploi; les avis destinés aux candidats; les avis relatifs au droit d'appel et les documents à cet égard; la correspondance relative à la dotation faite par divers moyens, notamment par voie de concours et à l'aide du répertoire des ressources humaines. Les employés qui

Évaluation du rendement
Formation et perfectionnement
Griefs
Harcèlement
Langues officielles
Mesures disciplinaires
Présences et congés
Primes d'encouragement
Programme d'équité en matière d'emploi
Rémunération et avantages
Stationnement
Vérification de la fiabilité

Service canadien du renseignement de sécurité

Chapitre 91

Fichiers particuliers

Accidents d'automobile, de bateau, d'embarcation et d'avion

Description : Ce fichier contient des rapports sur les accidents; des réclamations pour les dommages subis; des décisions du tribunal; des transactions de règlement et la correspondance concernant des accidents survenus à des véhicules, des bateaux, des embarcations et des avions loués ou appartenant à l'État ou à des véhicules, bateaux, embarcations et avions privés utilisés à des fins professionnelles. Ce fichier renferme également les demandes de paiement à titre gracieux et les paiements effectués aux individus. Pour les renseignements concernant l'hygiène et la sécurité au travail et les autorisations de congés et d'indemnité liées aux accidents de travail ou aux maladies professionnelles, voir le fichier SRS PPE 813. Le numéro de code du véhicule doit être fourni pour faciliter la recherche dans le système d'information. *Catégorie de personnes :* Les employés du SCRS victimes d'accidents d'automobile, de bateau, d'embarcation ou d'avion et ceux qui ont fait une demande de paiement à titre gracieux. *But :* Ce fichier a pour but de conserver les renseignements se rapportant aux accidents d'automobile, de bateau, d'embarcation et d'avion survenus à des employés du SCRS. *Usages compatibles :* Déterminer la responsabilité des accidents et approuver le règlement des dommages. Ces données peuvent être versées au dossier personnel de l'employé et servir à des fins de recherche, de vérification, de planification, d'évaluation et de statistiques. *Normes de conservation et de destruction :* Les dossiers sont conservés pendant deux ans, après le règlement des réclamations, puis détruits après consultation auprès des Archives nationales. *Enregistrement (SCT) :* 002141 *Numéro de fichier :* SRS PPE 814

Aide aux employés

Description : Ce fichier contient des renseignements, traités de façon confidentielle, sur la participation d'un employé au Programme d'aide aux employés (PAE), y compris les dossiers obtenus ou préparés dans le cadre d'un contrat, les avis de mise en rapport volontaire ou obligatoire (connexe au rendement au travail); les dossiers de mise en rapport avec des professionnels de la santé ou un organisme de réadaptation, et les rapports et la correspondance provenant de ces derniers; certaines interprétations médicales concernant les capacités ou les limites de travail de l'employé. *Catégorie de personnes :* Employés, retraités, conjoints et membres de la famille immédiate. *But :* Ce fichier a pour but d'emmagasiner les renseignements nécessaires à l'administration du Programme d'aide aux employés. Il vise à déterminer si les employés ont besoin de services de conseil, s'il est nécessaire de leur faire passer une évaluation sur le plan médical ou de les faire participer à des programmes de réadaptation. *Usages compatibles :* Étayer les décisions ayant trait aux mesures à prendre en matière d'aide aux employés. Ces renseignements peuvent également servir à des fins de recherche, de vérification, de planification, d'évaluation et de statistiques. *Normes de conservation et de destruction :* Les dossiers sont détruits deux ans après la date la plus récente à laquelle une pièce portant sur l'aide à l'employé a été versée au fichier. *No. APC :* 86-001 *Enregistrement (SCT) :* 002147 *Numéro de fichier :* SRS PPE 820

Conduite et mesures disciplinaires

Description : Ce fichier contient des avis de mesures disciplinaires et la correspondance échangée au sujet de l'inconduite d'un employé en ce qui a trait aux conditions d'emploi; les témoignages; les opinions juridiques; les enquêtes se rapportant à des écarts de conduite possibles et le rapport d'analyse qui résulte de ces enquêtes. Il est important de signaler que les avis de mesures disciplinaires peuvent être joints au dossier personnel de l'employé. *Catégorie de personnes :* Employés du SCRS autres que les personnes nommées ou détachées au Service. *But :* Ce fichier contient les renseignements utilisés lors des mesures disciplinaires prises au SCRS. Il sert également à déterminer s'il y a lieu de prendre des mesures disciplinaires et, dans ce cas, à déterminer la nature de ces mesures. *Usages compatibles :* Étayer les décisions relatives à la rémunération et aux avantages sociaux; aux présences et aux congés; à la sécurité interne; aux mutations, aux rétrogradations et à la cessation d'emploi. Ces renseignements peuvent également servir à des fins de

générale pour des recherches. *Normes de conservation et de destruction :* Les normes de conservation et de destruction sont à determiner. *Enregistrement (SCT) :* 003563 *Numéro de fichier :* SCT PPE 803

Plaintes de harcèlement
Description : Ce fichier contient la correspondance concernant les plaintes de harcèlement en milieu de travail et les renseignements connexes. Il concerne les personnes qui communiquent avec le Président du Conseil du Trésor ou des employés du Secrétariat au sujet de leur plainte de harcèlement. Ce fichier a pour but d'emmagasiner les renseignements nécessaires pour répondre aux lettres concernant les cas de harcèlement. Ce fichier sert également à fournir de l'information spécifique et/ou générale pour des recherches. Les normes de conservation et de destruction sont à déterminer. *Catégorie de personnes :* Il concerne les personnes qui communiquent avec le Président du Conseil du Trésor ou des employés du Secrétariat au sujet de leur plainte de harcélement. *But :* Ce fichier sert également à fournir de l'information spécifique et/ou générale pour des recherches. *Usages compatibles :* Ce fichier ser également à fournier de l'information spécifique et/ou géneérale pour des recherches. *Normes de conservation et de destruction :* Les normes de conservation et de destruction sont à déterminer. Renvoi au dossier # : SCT DPP 340 *Enregistrement (SCT) :* 003582 *Numéro de fichier :* SCT PPE 804

Primes pour services exemplaires
Description : Le fichier comprend des informations sur les employés du Secrétariat du Conseil du Trésor désignés candidats aux primes, aux termes du Régime des primes pour services exemplaires du SCT ainsi que des formulaires de recommandations dûment remplis et d'autres données justificatives. *Catégorie de personnes :* Tous les employés du Secrétariat du Conseil du Trésor désignés candidats aux primes aux termes du Régime des primes pour services exemplaires. *But :* Ce fichier a été établi pour qu'y soit conservée la documentation concernant les employés désignés candidats aux termes du Régime des primes pour services exemplaires du SCT. *Usages compatibles :* Les renseignements que renferme ce fichier servent à établir des précédents en matière de primes d'encouragement et fournissent une piste pour la vérification des fonds déboursés. *Normes de conservation et de destruction :* Les dossiers sur les opérations sont conservés au moins deux ans, les dossiers sur les finances, six ans, et les dossiers sur les précédents, 25 ans. À la fin des périodes susmentionnées, tous ces dossiers sont détruits. Renvoi au dossier # : SCT CDS 021 *Enregistrement (SCT) :* 001581 *Numéro de fichier :* SCT PPE 802

Programme de perfectionnement par affectation
Description : Le fichier peut contenir des curriculum vitae, de évaluations, des ententes concernant des affectations, des références, des renseignements tirés d'entrevues, des résultats de présentations, des demandes d'affectations venant des employés, des formulaires de proposition d'affectation et de la correspondance générale. *Catégorie de personnes :* Les employés du gouvernement fédéral nommés pour une période indéterminée qui ont demandé une affectation au Conseil du Trésor ou à d'autres ministères. *But :* Le fichier a été créé pour garder un répertoire des employés intéressés par des affectations à l'extérieur de leur secteur de résidence, au sein du Conseil du Trésor ou dans d'autres ministères. *Usages compatibles :* Les renseignements servent à établir les employés intéressés par une affectation au sein du Conseil du Trésor ou dans d'autres ministères ou organismes fédéraux. Ils servent aussi à des fins statistiques. *Normes de conservation et de destruction :* Les dossiers sont gardés pendant deux ans après la fin de l'affectation ou deux ans d'inactivité (aucune affectation). Renvoi au dossier # : CFP PCE 762 *Enregistrement (SCT) :* 002869 *Numéro de fichier :* SCT PPE 805

Voyages et réinstallations et autres dépenses
Description : Ce fichier renferme les autorisations, les avances, les demandes de remboursement, les reçus, les arrangements de voyage, les itinéraires et le courrier concernant les déplacements, les réinstallations ou les affectations à l'étranger des employés ainsi que l'information reliée à n'importe quel paiement à l'employé tels que remboursements de coûts de formation, de coûts d'accueil, de petite caisse; de frais de cotisations, de frais d'inscription ainsi que de paiements divers. *Catégorie de personnes :* Employés du Secrétariat du Conseil du Trésor. *But :* Ce fichier a pour but d'emmagasiner des renseignements concernant les voyages, les réinstallations et les affectations à l'étranger des fonctionnaires ainsi que des frais de remboursement aux employés. *Usages compatibles :* L'information sert à des fins administratives, en particulier, l'approbation des questions de voyage et de réinstallation ainsi que les affectations à l'étranger, les avances, les demandes de remboursement et paiements divers. *Normes de conservation et de destruction :* Les dossiers sont détruits six ans après l'exercice financier durant lequel il y a eu règlement des frais de voyage ou de réinstallation. *No. APC :* 85-001 Renvoi au dossier # : SCT DPP 080, 090 *Enregistrement (SCT) :* 001135 *Numéro de fichier :* SCT PPE 801

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

aux dispositions de la Loi sur la protection des renseignements personnels. ***Normes de conservation et de destruction :*** Les dossiers principaux pour l'exercice financier sont conservés pendant une période de 25 ans. Les périodes de conservation et de destruction doivent être approuvées par les Archives nationales du Canada. Renvoi au dossier # : SCT DRT 510 ***Enregistrement (SCT) :*** 002325 ***Numéro de fichier :*** SCT PCE 720

Système Versements/Retenues
Description : Ce fichier renferme le dossier de rémunération et d'avantages sociaux de chaque employé de l'Administration fédérale. Le dossier de l'employé renferme des renseignements personnels tels que le sexe, le numéro d'assurance sociale, la date de naissance, le traitement, le nom, et la classification de l'employé. On y retrouve également les numéros de référence de divers régimes d'assurance générale et médicale, ainsi que les versements et retenues applicables à l'employé. Le numéro d'assurance sociale (NAS) y apparaîtra jusqu'à ce qu'il soit remplacé par un système d'identification reposant sur l'attribution d'un code unique à chaque employé de l'Administration fédérale. ***Catégorie de personnes :*** Toutes les personnes dont le Conseil du Trésor est présentement l'employeur en vertu de la Loi sur les relations de travail dans la Fonction publique, annexe 1, partie 1. On inclut également certaines personnes employées par les employeurs distincts précisés à l'annexe 1, partie 2 de la dite loi. ***But :*** La cueillette des informations d'intérêt pour les activités de gestion du personnel se fait en vertu des autorisations et obligations précisées à la Loi sur la gestion des finances publiques (auparavant la Loi sur l'administration financière), ainsi qu'à la Loi sur les relations de travail dans la Fonction publique. En outre, le Conseil du Trésor maintient des systèmes d'information sur les employés de la Fonction publique conformément aux pouvoirs généraux que lui confèrent les dites lois. Ce fichier est la source principale de données sur la rémunération et les avantages sociaux pour les utilisateurs du Secrétariat du Conseil du Trésor et il sert à la planification, la mise en oeuvre, l'évaluation et la surveillance des politiques gouvernementales. Les données servent à étayer les activités de planification et de gestion des ressources humaines, qui comprennent la négociation collective, l'analyse de la rémunération, les langues officielles, les programmes d'équité en matière d'emploi, ainsi que la planification, la mise en oeuvre, l'évaluation et la surveillance des politiques relatives au personnel. Il s'agit également d'un système de soutien de la mise au point et de l'administration de divers régimes d'assurance générale et médicale. On s'en sert en outre pour répondre à des demandes de renseignements particuliers, pour mener des recherches, des études spéciales et des enquêtes portant sur les questions relatives au personnel, ainsi que pour les demandes de renseignements en vertu de la Loi sur l'accès à l'information et de la Loi sur la protection des renseignements personnels. ***Usages compatibles :*** Ce système peut servir de source d'information pour le Fichier de données sur les groupes visés par l'équité en matière d'emploi, la Commission de la Fonction publique, les agents négociateurs de la Fonction publique, Statistique Canada, les assureurs des régimes d'assurance collective de la Fonction publique, la Commission des relations de travail dans la Fonction publique, ainsi que pour d'autres ministères et organismes fédéraux. On peut se servir de ce système comme source d'information pour les fichiers suivants : Système d'information des titulaires; Système de rapports sur les congés; Système de rapports sur les services supplémentaires; Système d'information sur les langues officielles; Fichier d'information sur la mobilité des employés; Système sur les congés sans solde; Système d'information sur la formation et le perfectionnement; Système de collecte de données sur les postes; Système de traitement de la Fonction publique, Système sur les avantages sociaux à l'intention des membres de la gestion supérieure et de la catégorie de la gestion et le fichier des Systèmes informatisés statistiques (CFP PCE 761) que détient la Commission de la Fonction publique. Il est également possible d'établir des liaisons avec les fichiers énumérés ci-dessus. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. ***Normes de conservation et de destruction :*** Les dossiers principaux sont conservés pendant une période de 25 ans. Les périodes de conservation et de destruction doivent être approuvées par les Archives nationales du Canada. Renvoi au dossier # : SCT DRT 510 ***Enregistrement (SCT) :*** 002321 ***Numéro de fichier :*** SCT PCE 716

Fichiers particuliers

Plaintes — Commission canadienne des droits de la personne
Description : Ce fichier contient des renseignements sur les plaintes logées à la Commission canadienne des droits de la personne (CCDP) contre le Conseil du Trésor, et les décisions connexes de la CCDP et/ou d'un tribunal ou d'une cour, s'il y a lieu. Les renseignements du fichier se rapportent aux personnes qui logent une plainte contre le Conseil du Trésor auprès de la Commission canadienne des droits de la personne. Ce fichier a pour but d'emmagasiner les renseignements nécessaires au traitement des plaintes logées à la CCDP contre le Conseil du Trésor. Ce fichier sert également à fournir de l'information spécifique et/ou générale pour des recherches. Les normes de conservation et de destruction sont à déterminer. ***Catégorie de personnes :*** Les renseignements du fichier se rapportent aux personnes qui logent une ;lainte contre le conseil du Trésor auprés de la Commission canadienne des droits de la personne. ***But :*** Ce fichier a pour but d'emmagasiner les renseignement nécessaires au traitement des plaintes logées à la CCDP contre le Conseil du Trésor. ***Usages compatibles :*** Ce fichier sert également à fournir de l'information spécifique et/ou

Usages compatibles : Le SSRE a été mis au point à l'intention du Groupe de la politique et des procédures (GPP) du Secrétariat du Conseil du Trésor. Des rapports périodiques renfermant les totaux cumulatifs d'une année sur l'autre pour les employés qui reçoivent des paiements forfaitaires d'excédentaire, de même que le montant et la période visés par ces paiements, sont remis au GPP. *Normes de conservation et de destruction :* Les fichiers principaux mensuels du SSRE sont conservés pendant six mois. Les Archives nationales revoient actuellement la valeur archivistique de ce système. À la fin de cet exercice, de normes de conservation et l'élimination seront élaborées en conséquence. *Enregistrement (SCT) :* 002855 *Numéro de fichier :* SCT PCE 732

Système sur les avantages sociaux à l'intention des membres de la gestion supérieure et de la catégorie de la gestion

Description : Le système renferme des données à jour pour tous les membres du groupe de la direction qui travaillent dans les ministères apparaissant à l'Annexe 1, Partie 1 de la LRTFP. Ces données sont mises à jour tous les mois dans le système des titulaires et tous les trois mois, dans le système de gestion de l'information sur les ressources. *Catégorie de personnes :* Membres du groupe de la dirction qui travaillent actuellement dans les ministères apparaissant à l'Annexe 1, Partie 1 de la LRTFP. *But :* Le fichier de renseignements sert à mettre au point des régimes d'avantages sociaux pour les membres du group de la direction et des initiatives liées à la politique sur les ressources humaines ainsi qu'à contrôler si les ministères se conforment aux politiques. *Usages compatibles :* Le fichier de renseignements sert à mettre au point des régimes d'avantages sociaux pour les membres du groupe de le direction et des initiatives liées à la politique sur les ressources humaines ainsi qu'à contrôler si les ministères se conforment aux politiques. Le fichier de renseignements sert à modéliser et à analyser les changements que l'on propose d'apporter aux régimes d'avantages sociaux. Les propositions sont élaborées en consultation avec le Bureau du Conseil privé. Les données compilées sont présentées au Comité sur les avantages sociaux à l'intention des cadres de gestion (comité Burns) qui l'examine et fait des recommandations. *Normes de conservation et de destruction :* Ces données sont conservées pendant une période de cinq ans apres qui elles sont envoyées aux Archives nationales pour être gardées. Les Archives nationales ont constaté que ces données avaient une valeur historique. *Enregistrement (SCT) :* 002853 *Numéro de fichier :* SCT PCE 730

Système sur les congés sans solde

Description : Ce fichier renferme le dossier des congés sans solde de chaque employé de l'administration fédérale. Le dossier de l'employé renferme des renseignements personnels tels que l'âge, le sexe, le numéro d'assurance sociale, la date de naissance, le nom, le traitement, les dates de nomination et la classification de l'employé. On y retrouve également les raisons des congés sans solde, ainsi que les dates d'entrée en vigueur et de retour au travail. Le numéro d'assurance sociale (NAS) y apparaîtra jusqu'à ce qu'il soit remplacé par un système d'identification reposant sur l'attribution d'un code unique à chaque employé de l'administration fédérale. *Catégorie de personnes :* Toutes les personnes dont le Conseil du Trésor est l'employeur en vertu de la Loi sur les relations de travail dans le Fonction publique. On inclut également certaines personnes employées par les employeurs distincts précisés à l'annexe 1, partie 2 de la dite loi. *But :* La cueillette des informations d'intérêt pour les activités de gestion du personnel se fait en vertu des autorisations et obligations précisées à la Loi sur la gestion des finances publiques (auparavant la Loi sur l'administration financière), ainsi qu'à la Loi sur les relations de travail dans la Fonction publique. En outre, le Conseil du Trésor maintient des systèmes d'information sur les employés de la Fonction publique conformément aux pouvoirs généraux que lui confèrent les dites lois. Ce fichier est la source principale de données sur les congés sans solde pour les utilisateurs du Secrétariat du Conseil du Trésor et il sert à la planification, la mise en oeuvre, l'évaluation et la surveillance des politiques gouvernementales. Les données servent à étayer les activités de planification et de gestion des ressources humaines, qui comprennent la négociation collective, l'analyse de la rémunération, les programmes d'équité en matière d'emploi, ainsi que la planification, la mise en oeuvre, l'évaluation et la surveillance des politiques relatives au personnel. On s'en sert en outre pour répondre à des demandes de renseignements particuliers, pour mener des recherches, des études spéciales et des enquêtes portant sur les questions relatives au personnel, ainsi que pour les demandes de renseignements en vertu de la Loi sur l'accès à l'information et de la Loi sur la protection des renseignements personnels. Ce système sert de source d'information pour le Fichier de données sur les groupes visés par l'équité en matière d'emploi, la Commission de la Fonction publique, les agents négociateurs de la Fonction publique, Statistique Canada, ainsi que d'autres ministères et organismes fédéraux. *Usages compatibles :* On peut se servir de ce système comme source d'information pour les fichiers suivants : Système d'information des titulaires; Système Versements/Retenues; Système de rapports sur les services supplémentaires; Système de rapports sur les congés; Système d'information sur les langues officielles; Fichier d'information sur la mobilité des employés; Système d'information sur la formation et le perfectionnement; Système de collecte de données sur les postes; Système de traitement de la Fonction publique, Système sur les avantages sociaux à l'intention des membres de la gestion supérieure et de la catégorie de la gestion et le fichier des Systèmes informatisés statistiques (CFP PCE 761) que détient la Commission de la Fonction publique. Il est également possible d'établir des liaisons avec les fichiers énumérés ci-dessus. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes

employés; Système sur les congés sans solde; Système de collecte de données sur les postes; Système de traitement de la Fonction publique, Système sur les avantages sociaux à l'intention des membres de la gestion supérieure et de la catégorie de la gestion et le fichier des Systèmes informatisés statistiques (CFP PCE 761) que détient la Commission de la Fonction publique. Il est également possible d'établir des liaisons avec les fichiers énumérés ci-dessus. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. ***Normes de conservation et de destruction :*** Les dossiers principaux sont conservés pendant une période de 25 ans. Les périodes de conservation et de destruction doivent être approuvées par les Archives nationales du Canada. Renvoi au dossier # : SCT DRT 510 ***Enregistrement (SCT) :*** 002323 ***Numéro de fichier :*** SCT PCE 718

Système de rapports sur les services supplémentaires
Description : Ce fichier renferme le dossier de l'utilisation du surtemps et des services supplémentaires de chaque employé de l'administration fédérale. Le dossier de l'employé renferme des renseignements personnels tels que le sexe, le numéro d'assurance sociale, la date de naissance, le nom, le traitement, la classification, et les heures de travail de l'employé, ainsi que la fréquence et le type de services supplémentaires. Le numéro d'assurance sociale (NAS) y apparaîtra jusqu'à ce qu'il soit remplacé par un système d'identification reposant sur l'attribution d'un code unique à chaque employé de l'administration fédérale. ***Catégorie de personnes :*** Toutes les personnes dont le Conseil du Trésor est l'employeur en vertu de la Loi sur les relations de travail dans le Fonction publique, annexe 1, partie 1. ***But :*** La cueillette des informations d'intérêt pour les activités de gestion du personnel se fait en vertu des autorisations et obligations précisées à la Loi sur la gestion des finances publiques (auparavant la Loi sur l'administration financière), ainsi qu'à la Loi sur les relations de travail dans la Fonction publique. En outre, le Conseil du Trésor maintient des systèmes d'information sur les employés de la Fonction publique conformément aux pouvoirs généraux que lui confèrent les dites lois. Ce fichier est la source principale de données sur l'utilisation du surtemps et des services supplémentaires pour les utilisateurs du Secrétariat du Conseil du Trésor et il sert à la planification, la mise en oeuvre, l'évaluation et la surveillance des politiques gouvernementales. Les données servent à étayer les activités de planification et de gestion des ressources humaines, qui comprennent la négociation collective, l'analyse de la rémunération, les programmes d'équité en matière d'emploi, ainsi que la planification, la mise en oeuvre, l'évaluation et la surveillance des politiques relatives au personnel. On s'en sert en outre pour répondre à des demandes de renseignements particuliers, pour mener des recherches, des études spéciales et des enquêtes portant sur les questions relatives au personnel, ainsi que pour les demandes de renseignements en vertu de la Loi sur l'accès à l'information et de la Loi sur la protection des renseignements personnels. ***Usages compatibles :*** Ce système sert de source d'information pour le Fichier de données sur les groupes visés par l'équité en matière d'emploi, Statistique Canada, ainsi que pour d'autres ministères et organismes fédéraux. On peut se servir de ce système comme source d'information pour les fichiers suivants : Système d'information des titulaires; Système Versements/Retenues; Système de rapports sur les congés; Système de traitement de la Fonction publique, Système sur les avantages sociaux à l'intention des membres de la gestion supérieure et de la catégorie de la gestion et le fichier des Systèmes informatisés statistiques (CFP PCE 761) que détient la Commission de la Fonction publique. Il est également possible d'établir des liaisons avec les fichiers énumérés ci-dessus. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. ***Normes de conservation et de destruction :*** Les dossiers principaux pour l'exercice financier sont conservés pendant une période de 25 ans. Les périodes de conservation et de destruction doivent être approuvées par les Archives nationales du Canada. Renvoi au dossier # : SCT DRT 510 ***Enregistrement (SCT) :*** 002322 ***Numéro de fichier :*** SCT PCE 717

Système de surveillance du réaménagement des effectifs (SSRE)
Description : Ce système contient les renseignements relatifs aux indemnités d'excédentaire visant tous les fonctionnaires fédéraux, selon les dispositions énoncées à la section "Catégorie de personnes" sous-mentionné. Cette banque renferme des renseignements provenant de données fournies à trois autres systèmes, soit le Système de rémunération (ASC), le Système d'administration des priorités (CFP) et le Système d'information des titulaires (SCT). ***Catégorie de personnes :*** Tous les employés, à l'exception des hauts fonctionnaires qui sont embauchés par le Conseil du Trésor en vertu de la Partie 1 de l'Annexe 1 de la LRTFP; qui sont visés par la politique de réaménagement des effectifs (MCP, Volume 4, chapitre 20, section 10) et qui démissionnent avant la fin de la période de priorité d'excédentaire, entre le 18 juillet 1987 et le 31 mars 1991; qui, conformément à la politique de réaménagement des effectifs, reçoivent une rémunération forfaitaire en remplacement de la partie non expirée de la période de priorité d'excédentaire. ***But :*** Le 18 juillet 1987, le Conseil du Trésor du Canada a autorisé les administrateurs généraux à approuver une rémunération forfaitaire maximale de six mois en remplacement de la partie non expirée de la période de priorité d'excédentaire, dans le cas d'employés qui ont démissionné avant la fin de leur période de priorité d'excédentaire, entre le 18 juillet 1987 et la date de "clôture", le 31 mars 1991. Ce système a servi à surveiller la mise en oeuvre de cette disposition particulière de la politique de réaménagement des effectifs et à déterminer si les ministères s'y conformaient en permanence.

l'administration fédérale. ***Catégorie de personnes :*** Toutes les personnes dont le Conseil du Trésor est l'employeur en vertu de la Loi sur les relations de travail dans la Fonction publique, annexe 1, partie 1. ***But :*** La cueillette des informations d'intérêt pour les activités de gestion du personnel se fait en vertu des autorisations et obligations précisées à la Loi sur la gestion des finances publiques (auparavant la Loi sur l'administration financière), ainsi qu'à la Loi sur les relations de travail dans la Fonction publique. En outre, le Conseil du Trésor maintient des systèmes d'information sur les employés de la Fonction publique conformément aux pouvoirs généraux que lui confèrent les dites lois. Ce fichier est la source principale de données sur la classification des postes pour les utilisateurs du Secrétariat du Conseil du Trésor et il sert à la planification, la mise en oeuvre, l'évaluation et la surveillance des politiques gouvernementales. Les données servent à étayer les activités de planification et de gestion des ressources humaines, qui comprennent la négociation collective, l'analyse de la rémunération, les langues officielles, ainsi que la planification, la mise en oeuvre, l'évaluation et la surveillance des politiques relatives au personnel. Il s'agit également d'un système de soutien de la mise au point et de l'administration du système de classification. On s'en sert en outre pour répondre à des demandes de renseignements particuliers, pour mener des recherches, des études spéciales et des enquêtes portant sur les questions relatives au personnel, ainsi que pour les demandes de renseignements en vertu de la Loi sur l'accès à l'information et de la Loi sur la protection des renseignements personnels. Les résultats des activités de surveillance des politiques relatives au personnel peuvent être acheminés aux ministères pour être révisés et corrigés, s'il y a lieu; ***Usages compatibles :*** Ce système peut servir de source d'information pour le Fichier de données sur les groupes visés par l'équité en matière d'emploi, la Commission de la Fonction publique, les agents négociateurs de la Fonction publique, Statistique Canada, ainsi que d'autres ministères et organismes fédéraux. On peut se servir de ce système comme source d'information pour les fichiers suivants : Système d'information des titulaires; Système Versements/Retenues; Système de rapports sur les services supplémentaires; Système de rapports sur les congés; Système d'information sur les langues officielles; Fichier d'information sur la mobilité des employés; Système d'information sur la formation et le perfectionnement; Système de traitement de la Fonction publique, Système sur les avantages sociaux à l'intention des membres de la gestion supérieure et de la catégorie de la gestion, le fichier des Systèmes informatisés statistiques (CFP PCE 761) que détient la Commission de la Fonction publique et les systèmes ministériels d'information sur les ressources humaines. Il est également possible d'établir des liaisons avec les fichiers énumérés ci-dessus. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. ***Normes de conservation et de destruction :*** Les dossiers trimestriels principaux et les dossiers de modification sont conservés pendant une période de cinq ans. Les dossiers principaux pour l'exercice financier sont conservés pendant une période de 25 ans. Les périodes de conservation et de destruction doivent être approuvées par les Archives nationales du Canada. Renvoi au dossier # : SCT DRT 510 ***Enregistrement (SCT) :*** 002318 ***Numéro de fichier :*** SCT PCE 725

Système de rapports sur les congés

Description : Ce fichier renferme le dossier des congés de chaque employé de l'administration fédérale. Le dossier de l'employé renferme des renseignements personnels tels que le sexe, le numéro d'assurance sociale, le nom, le traitement, l'âge, la classification et les heures de travail de l'employé, ainsi que la fréquence et la durée des divers congés. Le numéro d'assurance sociale (NAS) y apparaîtra jusqu'à ce qu'il soit remplacé par un système d'identification reposant sur l'attribution d'un code unique à chaque employé de l'administration fédérale. ***Catégorie de personnes :*** Toutes les personnes dont le Conseil du Trésor est l'employeur en vertu de la Loi sur les relations de travail dans la Fonction publique. ***But :*** La cueillette des informations d'intérêt pour les activités de gestion du personnel se fait en vertu des autorisations et obligations précisées à la Loi sur la gestion des finances publiques (auparavant la Loi sur l'administration financière), ainsi qu'à la Loi sur les relations de travail dans la Fonction publique. En outre, le Conseil du Trésor maintient des systèmes d'information sur les employés de la Fonction publique conformément aux pouvoirs généraux que lui confèrent les dites lois. Ce fichier est la source principale de données sur les congés pour les utilisateurs du Secrétariat du Conseil du Trésor et il sert à la planification, la mise en oeuvre, l'évaluation et la surveillance des politiques gouvernementales. Les données servent à étayer les activités de planification et de gestion des ressources humaines, qui comprennent la négociation collective, l'analyse de la rémunération, les programmes d'équité en matière d'emploi, ainsi que la planification, la mise en oeuvre, l'évaluation et la surveillance des politiques relatives au personnel. On s'en sert en outre pour répondre à des demandes de renseignements particuliers, pour mener des recherches, des études spéciales et des enquêtes portant sur les questions relatives au personnel, ainsi que pour les demandes de renseignements en vertu de la Loi sur l'accès à l'information et de la Loi sur la protection des renseignements personnels. ***Usages compatibles :*** Ce système peut servir de source d'information pour le Fichier de données sur les groupes visés par l'équité en matière d'emploi, la Commission de la Fonction publique, Statistique Canada, ainsi que d'autres ministères et organismes fédéraux. On peut se servir de ce système comme source d'information pour les fichiers suivants : Système d'information des titulaires; Système Versements/Retenues; Système de rapports sur les services supplémentaires; Système d'information sur les langues officielles; Fichier d'information sur la mobilité des

surveillance et d'analyse des programmes en ce qui a trait à la classification, aux nominations, à la rémunération et à l'evaluation du rendement du personnel supérieur de la fonction publique. Il fournit aussi de l'information servant à établir et à surveiller les niveaux de l'effectif de chaque ministére. ***Usages compatibles :*** Le systéme fournit de l'information, sur les cadres supérieurs, nécessaire à la surveillance et à l'analyse de la classification, des nomination, de la rémunération et des évaluations de rendement. de plus, il est utile à la recherche et à la compilation de statistiques. ***Normes de conservation et de destruction :*** Les Archives nationales revoient actuellement las valeur archivistique de ce systéme. A la fin de cet exercice, de normes de conservation et l'élimination seront élaborées en conséquence. ***Note :*** Les renseignements recueillis dans ce fichier seront transférés au numéro de fichier du système d'information sur la classification du groupe de la direction. ***Enregistrement (SCT) :*** 003612 ***Numéro de fichier :*** STC PPE 715

Système d'information sur les langues officielles (SILO)
Description : Le SILO est un fichier central contenant des renseignements sur les postes établis et leurs titulaires. Le fichier contient des renseignements notamment sur les exigences linguistiques des postes, les niveaux de connaissance linguistique, les profils linguistiques, la classification des postes, la classification des employés, la première langue officielle, la situation linguistique des titulaires et les dates d'entrée en vigueur. Le numéro d'assurance sociale (NAS) y apparaîtra jusqu'à ce qu'il soit remplacé par un système d'identification reposant sur l'attribution d'un code unique à chaque employé de l'administration fédérale. Source des données : les données sur les postes proviennent des ministères et organismes au moyen de la formule FILO-A5 tandis que toute l'information sur les titulaires est tirée du Système d'information des titulaires (SCT PCE 723) et du fichier Évaluation de langue seconde de la Commission de la Fonction publique. De son côté, le SILO transmet certaines des ses données au Module informatisé sur la formation linguistique (MIFL). ***Catégorie de personnes :*** Tous les employés de la Fonction publique (Annexe 1 Partie 1 de la Loi sur les relations de travail dans la Fonction publique) nommés pour une période indéterminée ou une période déterminée de plus de trois mois dans les ministères ou organismes fédéraux ainsi que ceux de certains autres organismes gouvernementaux en vertu d'un accord spécial. ***But :*** En vertu des politiques des langues officielles, ce fichier a pour but de fournir des renseignements précis et opportuns afin d'appuyer le gouvernement, les organismes centraux, les ministères et organismes dans la mise en oeuvre, le contrôle et l'évaluation du Programme des langues officielles dans la Fonction publique. ***Usages compatibles :*** Les renseignements sont utilisés tant par les ministères visés que par les agences centrales à des fins de référence, de recherche et de compilation de statistiques pour exercer un contrôle sur le Programme des langues officielles. On se sert de ce système pour établir des liaisons avec les fichiers suivants : Système Versement/Retenues (SCT PCE 716), Système d'information des titulaires (SCT PCE 723), Système de collecte de données sur les postes (SCT PCE 725) de même que le fichier Évaluation de langue seconde de la Commission de la Fonction publique. Toutes les liaisons effectuées sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. ***Normes de conservation et de destruction :*** Les fichiers produits au trimestre sont conservés pour une période de 25 ans et les fichiers mensuels de transactions pour 5 ans. ***Enregistrement (SCT) :*** 002851 ***Numéro de fichier :*** SCT PCE 703

Système d'information sur les ressources humaines
Description : Ce système renferme les données actuelles sur tous les membres du groupe de la direction en poste dans les ministères assujettis aux dispositions de la Partie 1 de l'Annexe 1 de la Loi sur les relations de travail dans la fonction publique. Ces données sont mises à jour à tous les mois à l'aide du Système d'information sur les titulaires et à tous les trimestres au moyen du Système d'information des ressources de gestion. ***Catégorie de personnes :*** Certains membres du groupe de la direction en poste dans les ministères assujettis aux dispositions de la Partie 1 de l'Annexe 1 de la Loi sur les relations de travail dans la fonction publique. ***But :*** La banque de données sert à élaborer des régimes de rémunération et des ébauches de politique de ressources humaines à l'intention des membres du groupe de la direction et à déterminer si les ministères se conforment aux politiques. ***Usages compatibles :*** La banque de données sert à élaborer des régimes de rémunération et des ébauches de politique de ressources humaines à l'intention des membres du groupe de la direction et à déterminer si les ministères se conforment aux politiques. La banque de données sert à élaborer et à analyser les changements apportés aux régimes de rémunération. Des propositions sont mises au point après consultation du Bureau du Conseil privé. Les données groupées sont soumises à l'examen du Comité de la rémunération des cadres (Comité Burns) pour qu'il formule des recommandations. ***Normes de conservation et de destruction :*** Ces données sont conservées pendant une periode de cinq ans aprés quoi elle sont enoyée aux Archives nationales pour être gardées. Les Archives nationales ont constaté que ces données ont de la valeur sur le plan historique. ***Enregistrement (SCT) :*** 002854 ***Numéro de fichier :*** SCT PCE 731

Système de collecte de données sur les postes
Description : Ce fichier renferme le dossier de classification de poste de chaque employé de l'administration fédérale. La fiche de poste comporte le numéro d'assurance sociale. On y retrouve également des données sur la classification du poste. Le numéro d'assurance sociale (NAS) y apparaîtra jusqu'à ce qu'il soit remplacé par un système d'identification reposant sur l'attribution d'un code unique à chaque employé de

publiques qui leur a attribué une valeur secondaire. Renvoi au dossier # : TSB HRP400 *Enregistrement (SCT) :* 003583 *Numéro de fichier :* SCT PCE 736

Système d'information sur la formation et le perfectionnement
Description : Ce fichier renferme le dossier de formation et de perfectionnement de chaque employé de l'administration fédérale. Le dossier de l'employé renferme des renseignements personnels tels que le sexe, le numéro d'assurance sociale, la date de naissance, le nom et la classification de l'employé. On y retrouve également des données sur le type, la durée, l'emplacement et les divers coûts des cours de formation suivis par l'employé. Le numéro d'assurance sociale (NAS) y apparaîtra jusqu'à ce qu'il soit remplacé par un système d'identification reposant sur l'attribution d'un code unique à chaque employé de l'administration fédérale. *Catégorie de personnes :* Toutes les personnes qui ont suivi des cours de formation ou de perfectionnement et dont le Conseil du Trésor est l'employeur en vertu de la Loi sur les relations de travail dans la Fonction publique, annexe 1, partie 1. *But :* La cueillette des informations d'intérêt pour les activités de gestion du personnel se fait en vertu des autorisations et obligations précisées à la Loi sur la gestion des finances publiques (auparavant la Loi sur l'administration financière), ainsi qu'à la Loi sur les relations de travail dans la Fonction publique. En outre, le Conseil du Trésor maintient des systèmes d'information sur les employés de la Fonction publique conformément aux pouvoirs généraux que lui confèrent les dites lois. Ce fichier est la source principale de données sur la formation et le perfectionnement pour les utilisateurs du Secrétariat du Conseil du Trésor et il sert à la planification, la mise en oeuvre, l'évaluation et la surveillance des politiques gouvernementales. Les données servent à étayer les activités de planification et de gestion des ressources humaines, qui comprennent la négociation collective, l'analyse de la rémunération, les programmes d'équité en matière d'emploi, ainsi que la planification, la mise en oeuvre, l'évaluation et la surveillance des politiques relatives au personnel. On s'en sert en outre pour répondre à des demandes de renseignements particuliers, pour mener des recherches, des études spéciales et des enquêtes portant sur les questions relatives au personnel, ainsi que pour les demandes de renseignements en vertu de la Loi sur l'accès à l'information et de la Loi sur la protection des renseignements personnels. *Usages compatibles :* Ce système peut servir de source d'information pour le Fichier de données sur les groupes visés par l'équité en matière d'emploi, la Commission de la Fonction publique, les agents négociateurs de la Fonction publique, Statistique Canada, ainsi que d'autres ministères et organismes fédéraux. On peut se servir de ce système comme source d'information pour les fichiers suivants : Système d'information des titulaires; Système Versements/Retenues; Système de rapports sur les congés; Système de rapports sur les services supplémentaires; Système d'information sur les langues officielles; Fichier d'information sur la mobilité des employés; Systèmes sur les congés sans solde; Système de collecte de données sur les postes; Système de traitement de la Fonction publique, Système sur les avantages sociaux à l'intention des membres de la gestion supérieure et de la catégorie de la gestion et le fichier des Systèmes informatisés statistiques (CFP PCE 761) que détient la Commission de la Fonction publique. Il est également possible d'établir des liaisons avec les fichiers énumérés ci-dessus. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. *Normes de conservation et de destruction :* Les dossiers principaux pour l'exercice financier sont conservés pendant une période de 25 ans. Les périodes de conservation et de destruction doivent être approuvées par les Archives nationales du Canada. Renvoi au dossier # : SCT DRT 510 *Enregistrement (SCT) :* 002324 *Numéro de fichier :* SCT PCE 719

Système d'information sur la gestion du personnel
Description : Le Système d'information sur la gestion du personnel est un système central mixte composé d'un certain nombre de sous-systèmes renfermant des données de gestion sur les fonctionnaires fédéraux : fiches des employés, relevés des présences et des congés, heures supplémentaires, rémunération et avantages sociaux, exclusions, formation et perfectionnement, langues officielles et évaluations de rendement. *Catégorie de personnes :* Tous les employés fédéraux dont le Conseil du Trésor est l'employeur aux termes du la Loi sur les relations de travail dans la Fonction publique. *But :* Le fichier a été dressé dans le but de fournir à l'employeur des données statistiques sur la gestion du personnel dont se sert le Conseil du Trésor lors des négociations collectives avec les syndicats de la fonction publique; on l'utilise aussi pour constituer un dossier d'emploi de chaque fonctionnaire dans les institutions gouvernementales, et permettre un contrôle des employés d'après leur lieu de travail. *Usages compatibles :* Ce fichier fournit des renseignements statistiques provenant du fichier des données sur les groupes visés par l'équité en matière d'emploi en vue de mettre en place et d'évaluer les politiques fédérales dans ce domaine. *Normes de conservation et de destruction :* Les fichiers sont retenus dix ans, puis détruits. Renvoi au dossier # : SCT DDA 921, 925 *Enregistrement (SCT) :* 001957 *Numéro de fichier :* SCT PCE 705

Systéme d'information sur le personnel supérieur
Description : Ce fichier renferme des données de gestion sur les cadres supérieurs de la fonction publique. *Catégorie de personnes :* Ces renseignements se rapportent à tous les employés fédéraux de la catégorie de la gestion ou l'equivalent dont le Conseil du Trésor est l'employeur aux termes de la Loi sur les relations de travail dans la Fonction publique. *But :* Le systéme fournit de l'information et représente un outil de dotation, de

sur les avantages sociaux à l'intention des membres de la gestion supérieure et de la catégorie de la gestion et le Système de collecte de données sur les postes. Il est également possible d'établir des liaisons avec les fichiers énumérés ci-dessus. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant une période de 25 ans. Les périodes de conservation et de destruction doivent être approuvées par les Archives nationales du Canada. Renvoi au dossier # : SCT DRT 510 ***Enregistrement (SCT) :*** 002320 ***Numéro de fichier :*** SCT PCE 714

Système d'information des titulaires

Description : Ce fichier renferme les dossiers sur les questions d'intérêt pour la gestion du personnel de tous les employés de l'administration fédérale. Le dossier de l'employé renferme des renseignements personnels tels que l'âge, le sexe, le numéro d'assurance sociale, la date de naissance, le nom, le traitement, les dates de nomination, la classification, et le numéro de pension de retraite de l'employé, ainsi que le nombre d'années de service continu et le nombre d'années de service ouvrant droit à pension. On y retrouve également des renseignements concernant la négociation collective, les postes exclus, les agents négociateurs et les langues. Le numéro d'assurance sociale (NAS) y apparaîtra jusqu'à ce qu'il soit remplacé par un système d'identification reposant sur l'attribution d'un code unique à chaque employé de l'administration fédérale. ***Catégorie de personnes :*** Toutes les personnes dont le Conseil du Trésor est l'employeur en vertu de la Loi sur les relations de travail dans la Fonction publique, annexe 1, partie 1. On inclut également certaines personnes employées par les employeurs distincts précisés à l'annexe 1, partie 2 de la dite loi. ***But :*** La cueillette des informations d'intérêt pour les activités de gestion du personnel se fait en vertu des autorisations et obligations précisées à la Loi sur la gestion des finances publiques (auparavant la Loi sur l'administration financière), ainsi qu'à la Loi sur les relations de travail dans la Fonction publique. En outre, le Conseil du Trésor maintient des systèmes d'information sur les employés de la Fonction publique conformément aux pouvoirs généraux que lui confèrent les dites lois. Ce fichier est la source principale de données sur les titulaires pour les utilisateurs du Secrétariat du Conseil du Trésor et il sert à la planification, la mise en oeuvre, l'évaluation et la surveillance des politiques gouvernementales. Les données servent à étayer les activités de planification et de gestion des ressources humaines, qui comprennent la négociation collective, les postes exclus, la désignation des employés, l'analyse de la rémunération, les langues officielles, les programmes d'équité en matière d'emploi, ainsi que la planification, la mise en oeuvre, l'évaluation et la surveillance des politiques relatives au personnel. Il s'agit également d'un système de soutien de la mise au point et de l'administration de divers régimes d'assurance générale et médicale. On s'en sert en outre pour répondre à des demandes de renseignements particuliers, pour mener des recherches, des études spéciales et des enquêtes portant sur les questions relatives au personnel, ainsi que pour les demandes de renseignements en vertu de la Loi sur l'accès à l'information et de la Loi sur la protection des renseignements personnels. ***Usages compatibles :*** Ce système sert de source d'information pour le Fichier de données sur les groupes visés par l'équité en matière d'emploi, la Commission de la Fonction publique, les agents négociateurs de la Fonction publique, Statistique Canada, les assureurs des régimes d'assurance collective de la Fonction publique, la Commission des relations de travail dans la Fonction publique, ainsi que d'autres ministères et organismes fédéraux. On peut se servir de ce système comme source d'information pour les fichiers suivants : Système Versements/Retenues; Système de rapports sur les congés; Système de rapports sur les services supplémentaires; Système d'information sur les langues officielles; Fichier d'information sur la mobilité des employés; Système sur les congés sans solde; Système d'information sur la formation et le perfectionnement; Système de collecte de données sur les postes; Système de traitement de la Fonction publique, Système sur les avantages sociaux à l'intention des membres de la gestion supérieure et de la catégorie de la gestion et le fichier des Systèmes informatisés statistiques (CFP PCE 761) que détient la Commission de la Fonction publique. Il est également possible d'établir des liaisons avec les fichiers énumérés ci-dessus. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. ***Normes de conservation et de destruction :*** Les dossiers principaux sont conservés pendant une période de 25 ans. Les périodes de conservation et de destruction doivent être approuvées par les Archives nationales du Canada. Renvoi au dossier # : SCT DRT 510 ***Enregistrement (SCT) :*** 002316 ***Numéro de fichier :*** SCT PCE 723

Systéme d'information sur la classification des postes du groupe de la direction

Description : Ce fichier contient les renseignements relatifs à la classification de chacun des postes du groupe de la direction dans lafonction publique. Il vise à fournir des renseignements aux fins de surveillance, d'analyse et d'autres activités lies à l'organixation des ministéres et au processus de classification des postes du groupe de la direction. Ce fichier est aussi utilisé pour la recherche et à des fins statistiques. ***Catégorie de personnes :*** Tous les employés de la Fonction publique (Annexe 1 de la Partie 1 de la Loi sur les relations de travail dans la Fonction publique). ***But :*** Il vise à fournir des renseignements aux fins de surveillance, d'analyse et d'autres activités liées à l'organisation des ministéres et au processus de classification des postes du groupe de la direction. Ce fichier est aussi utilisé pour la recherche et à des fins statistiques. ***Normes de conservation et de destruction :*** Aprés cinq ans, les données sont envoyées aux Archives

historiques. *Enregistrement (SCT) :* 003561 *Numéro de fichier :* SCT PCE 734

Service de courtage (programme d'affectations)
Description : Ce fichier contient des renseignements tels que le nom, l'adresse, le numéro de téléphone, la classification, le ministère, la langue, les antécédents professionnels, le statut d'employé actuel, le curriculum vitae, une évaluation des compétences et le résultat des présentations. *Catégorie de personnes :* Les employés de la fonction publique fédérale (y compris les employeurs distincts et les sociétés de la couronne) en finance, vérification interne, évaluation de programmes et en ressources humaines qui ont présenté une demande d'affectation interministérielle. *But :* Ce fichier maintient un répertoire d'employés qui sont intéressés par une affectation dans le but de les référer aux ministères qui cherchent à combler des affectations. Usages compatibles : Le fichier est utilisé pour identifier les employés en vue de les référer pour une affectation. Il sert également à des fins statistiques et à la planification des ressources humaines. *Usages compatibles :* Ce fichier maintient un répertoire d'employés qui sont intéressés par une affectation dans le but de les référer aux ministères qui cherchent à combler des affectations. *Normes de conservation et de destruction :* Les dossiers sont conservés pour une période de deux ans après que l'employé se soit retiré du programme et un an après la fin d'une affectation et sont ensuite détruits. *Enregistrement (SCT) :* 002870 *Numéro de fichier :* SCT PCE 740

Système d'examen des normes de classification
Description : Ce système renferme des données actuelles et proposées portant sur la classification des postes à l'intérieur de groupes professionnels précis à l'étude. Ces données ne visent que les postes vacants à l'intérieur de groupes précis. En vertu de la Partie 1 de l'Annexe 1 de la LRTFP, les ministères fournissant indirectement des données par l'intermédiaire du Système de collecte de données sur les postes (SCDP) et remettent directement des données proposées sur la classification. Les postes occupés sont confirmés par voie d'appariement au moyen du Système d'information des titulaires. Le numéro d'assurance sociale (NAS) sera retiré progressivement et remplacé par un code d'identification appliqué à chaque fonctionnaire fédéral. *Catégorie de personnes :* Les particuliers occupant des postes à l'intérieur des groupes professionnels à l'étude. *But :* La banque de données sert à élaborer et à analyser les changements apportés à des normes de classification précises soumises à un examen et à formuler des recommandations au Conseil du Trésor. *Usages compatibles :* La banque de données est utilisée pour mesurer l'incidence des révisions apportées aux normes précises à l'étude. Une fois les recommandations élaborées, les changements proposés sont partagés avec la Direction des relations de travail. La banque de données n'est pas partagée avec un organisme à l'extérieur de la fonction publique fédérale. Sous réserve de l'approbation du Conseil du Trésor, les ministères sont priés de mettre en oeuvre la nouvelle norme, à partir de la classification proposée par chaque ministère. *Normes de conservation et de destruction :* Cinq ans, sous réserve de l'approbation de l'archiviste national. *Enregistrement (SCT) :* 003559 *Numéro de fichier :* SCT PCE 733

Système d'information des exclusions
Description : Ce fichier renferme tous les dossiers d'exclusions d'employés de l'administration fédérale. Le dossier de l'employé renferme des renseignements personnels tels que le sexe, le nom et la classification de l'employé, ainsi que les dates de nomination. On y retrouve également les raisons de l'exclusion. Le numéro d'assurance sociale (NAS) y apparaîtra jusqu'à ce qu'il soit remplacé par un système d'identification reposant sur l'attribution d'un code unique à chaque employé de l'administration fédérale. *Catégorie de personnes :* Tous les employés qui ont été exclus dans le passé ou qui le sont actuellement et dont le Conseil du Trésor est l'employeur en vertu de la Loi sur les relations de travail dans la Fonction publique. *But :* Les informations d'intérêt pour les activités de gestion du personnel sont recueillies en vertu des autorisations et obligations précisées à la Loi sur la gestion des finances publiques (auparavant la Loi sur l'administration financière), ainsi qu'à la Loi sur les relations de travail dans la Fonction publique. En outre, le Conseil du Trésor maintient des systèmes d'information sur les employés de la Fonction publique conformément aux pouvoirs généraux que lui confèrent les dites lois. Ce fichier est la source principale de données sur l'exclusion pour les utilisateurs du Secrétariat du Conseil du Trésor et il sert à la surveillance du processus d'exclusion, ainsi qu'à étayer les activités de planification et de gestion des ressources humaines, qui comprennent la négociation collective, la désignation des employés, l'analyse de la rémunération, ainsi que la planification, la mise en oeuvre, l'évaluation et la surveillance des politiques relatives au personnel. On s'en sert en outre pour répondre à des demandes de renseignements particuliers, pour mener des recherches, des études spéciales et des enquêtes portant sur les questions relatives au personnel, ainsi que pour les demandes de renseignements en vertu de la Loi sur l'accès à l'information et de la Loi sur la protection des renseignements personnels. *Usages compatibles :* Ce système peut servir de source d'information pour les agents négociateurs de la Fonction publique, le Fichier de données sur les groupes visés par l'équité en matière d'emploi, la Commission des relations de travail dans la Fonction publique, ainsi que pour d'autres ministères et organismes fédéraux. On peut se servir de ce système comme source d'information pour les fichiers suivants : Système d'information des titulaires; Système Versements/Retenues; Système de rapports sur les congés; Système de rapports sur les services supplémentaires; Système d'information sur les langues officielles; Fichier d'information sur la mobilité des employés; Système sur les congés sans solde; Système d'information sur la formation et le perfectionnement; Système de traitement de la Fonction publique, Système

participants du programme à titre d'indemnités incitatives 1985. ***Catégorie de personnes :*** Membres du groupe de le direction classés aux niveaux SM-EM 5 qui ont quitté la Fonction publique aux termes des dispositions du programme d'incitation à la retraite anticipée volontaire. ***But :*** Le fichier a pour but de réunir des renseignements sur les noms et la composition du groupe relevé, et sur les coûts associés au programme d'incitation. ***Usages compatibles :*** Il sert à administrer l'interdiction, tant de recruter à nouveau par voie de nomination, que de passer des marchés de services avec les anciens fonctionnaires qui ont reçu une indemnité forfaitaire d'incitation à la retraite anticipée volontaire, et à déterminer l'incidence du programme sur les ressources humaines. ***Normes de conservation et de destruction :*** Les dossiers portant sur des pariculiers sont conservés pendant une période de 10 ans, après quoi ils sont détruits. ***No. APC :*** 69-003 (modification 14) Renvoi au dossier # : SCT DPP 380 ***Enregistrement (SCT) :*** 001963 ***Numéro de fichier :*** SCT PCE 722

Programme des langues officielles d'affectations de formation

Description : Ce fichier renferme le contenu de demandes et de renseignements d'appui des employés, qui travaillent à l'administration et/ou à la gestion du Programme des langues officielles dans les ministères, organismes, sociétés d'État et leurs filiales, qui tombent sous le coup de la Loi sur les langues officielles, pour leur participation à ce programme d'affectations de formation. ***Catégorie de personnes :*** Employés qui travaillent à l'administration et/ou à la gestion du Programme des langues officielles au sein des organismes qui tombent sous le coup de la Loi sur les langues officielles. ***But :*** Ce fichier sert à inscrire les employés des ministères ou organismes qui travaillent à l'administration et/ou à la gestion du Programme des langues officielles pour que leur participation, à ce programme d'affectations de formation, soit considérée au sein d'autres organismes. ***Usages compatibles :*** Les organismes font parvenir les demandes et les renseignements d'appui des employés désirant participer à ce programme d'affectations de formation à la Direction des langues officielles. La Direction des langues officielles utilisera les renseignements pour identifier les demandes recevables pouvant être référées aux organismes ayant identifié des affectations de formation correspondant aux demandes reçues. ***Normes de conservation et de destruction :*** Deux ans après qu'un employé a reçu ce type de formation, son dossier sera détruit. Renvoi au dossier # : SCT DLO 260 ***Enregistrement (SCT) :*** 001586 ***Numéro de fichier :*** SCT PCE 713

Prolongation du délai pour présenter un grief

Description : Ce fichier contient les décisions de la Commission des relations de travail dans la Fonction publique et des renseignements sur les employés demandant une prorogation du délai pour présenter leurs griefs. ***Catégorie de personnes :*** Tous les employés de la Fonction publique (Annexe 1 de la Partie 1 de la Loi sur les relations de travail dans la Fonction publique) qui ont demandé une prorogation du délai pour présenter leurs griefs. ***But :*** Ce fichier a pour objet de tenir un registre des employés qui ont demandé une prorogation du délai pour présenter leurs griefs. ***Usages compatibles :*** Ce fichier sert à fournir de l'information générale pour des recherches et aux fins de référence. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant cinq ans après quoi un échantillonnage de 10 % est transféré aux Archives nationales du Canada pour être gardé et le reste est détruit. ***No. APC :*** 69-003 (modification 11) Renvoi au dossier # : SCT DRT 440, 470 ***Enregistrement (SCT) :*** 001744 ***Numéro de fichier :*** SCT PCE 721

Régimes de pensions spéciaux

Description : Ce fichier renferme des renseignements minimaux sur la nomination à un poste, le traitement, la durée de service aux termes du régime ainsi que des statistiques indispensables sur les adhérents aux régimes et leurs suivants. ***Catégorie de personnes :*** Les personnes assujetties à la Loi sur le gouverneur général, à la Loi sur la pension de retraite des lieutenante-gouverneurs, aux régimes de pensions établis par la Société de caisse de retraite de la certaine commission internationale des pêcheurs, les employés engagés par le gouvernement hors du Canada, certains hauts fonctionnaires et certains Députés. ***But :*** Ce fichier sert à autoriser le versement des prestations de retraite aux membres du régime et à leurs survivants. Les renseignements sont recueillis à la demande du Conseil du Trésor pour l'administration des lois sur la pension nommées à la section "Catégorie de personnes" ci-dessus. ***Usages compatibles :*** Les renseignements que renferme ce fichier peuvent servir à la Division des pensions pour établir des documents statistiques et des feuilles d'information pour des systèmes connexes, et pour élaborer et évaluer les politiques du gouvernement sur les pensions. Ce système peut servir de source d'information ou de liaison entre les fichiers suivants : le Système d'information des titulaires, le fichier des Systèmes informatisés statistiques (CFP PCE 761) de la Commission de la Fonction publique, la Base de données du système des pensionnés aux termes de la Loi sur la pension de la Fonction publique (ASC PCE 701) et le Chemises cartonnées sur les pensions de retraite (ASC PCE 702) d'Approvisionnements et Service Canada, le Dossier des pensions (MDN PPE 859) de la Défense nationale, et les Dossiers de service des membres de la GRC (GRC PPE 802) de la Gendarmerie royale du Canada. Toutes les liaisons concernant les ressources humaines et les régimes de pension sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. ***Normes de conservation et de destruction :*** Les documents sont gardés pendant 25 ans avant d'être détruits, à l'exception des documents relatifs aux gouverneurs généraux, aux lieutenants-gouverneurs et aux membres du Parlement, qui sont transmis à la Direction des ressources

planifier, mettre en oeuvre et évaluer les politiques du gouvernement sur la pension. ***Normes de conservation et de destruction :*** Les documents sont gardés pendant 25 ans (à être approuvé par les Archives nationales du Canada). ***No. APC :*** 69-003 Renvoi au dossier # : SCT DPP 380 ***Enregistrement (SCT) :*** 002568 ***Numéro de fichier :*** SCT PCE 729

Plaintes des agents négociateurs
Description : Ce fichier contient des renseignements sur les décisions de la Commission des relations de travail dans la Fonction publique et les représentations des agents négociateurs et des plaignants. ***Catégorie de personnes :*** Tous les employés de la Fonction publique (annexe 1 de la Loi sur les relations de travail dans la Fonction publique) au nom desquels les agents négociateurs ont présenté des plaintes, ou qui en ont eux-mêmes présentés. ***But :*** Ce fichier a pour objet de tenir des dossiers sur les plaintes présentées par les agents négociateurs, au nom d'individus, conformément à la Loi sur les relations de travail dans la Fonction publique. ***Usages compatibles :*** Il sert à fournir de l'information générale pour des recherches. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant dix ans après quoi un échantillonnage de 10% est transféré aux Archives nationales du Canada pour être gardé, et le reste est détruit. ***No. APC :*** 69-003 (modification 11) Renvoi au dossier # : SCT DRT 470 ***Enregistrement (SCT) :*** 001961 ***Numéro de fichier :*** SCT PCE 711

Politique concernant les voyages — cas particuliers
Description : Ce fichier contient de la correspondance du ministre et du Ministère; de la documentation de base concernant les présentations au Conseil du Trésor; des mémoires au président; des lettres de décision et des notes d'analystes concernant des cas particuliers de demande d'exemption à la politique concernant les voyages. ***Catégorie de personnes :*** Toute personne cherchant à obtenir une indemnisation qui diffère des conditions prévues dans la politique concernant les voyages. ***But :*** Le but de ce fichier est de tenir un relevé des cas particuliers dans lesquels des décisions ont été prises au sujet d'exemptions à une politique donnée. ***Usages compatibles :*** Le fichier sert aussi à la recherche en vue de l'élaboration de politiques et à l'examen d'autres demandes d'exemption à la politique concernant les voyages. ***Normes de conservation et de destruction :*** Les documents sont gardés pendant 25 ans (à être approuvé par les Archives nationales du Canada). Renvoi au dossier # : SCT DPP 360 ***Enregistrement (SCT) :*** 002570 ***Numéro de fichier :*** SCT PCE 726

Présentations au conseil du Trésor
Description : Ce fichier renferme des renseignements personnels utilisés à des fins administratives et tirés des présentations au Conseil du Trésor faites par les ministéres et organismes en vue d'obtenir des autorisations en matiére d'administration de personnel ou autres, que le Conseil du Trésor est habilité à accorder. Ce fishier a pour but d'enregistrer et de tenir à jour les présentations au Conseil du Trésor faites par les ministéres et les organismes au sujet des empoyés anciens et actuels des institution fédérales. Ces renseignements se rattachent aux employés de la Fonction publique et, dans les cas des pensions de retraite, aux personnes à charge et aux survivants. Les renseignements sont utilisés pour présenter au Conseil du Trésor des situations qui, en vertu des lois canadiennes ou de directives spécifiques, nécessitent son intervention. ***Catégorie de personnes :*** Ces renseignements concernent les employés de la fonction publique et, dans les affiares ayant trait aux pensions, leurs personnes à charge et leur conjoint survivant. ***But :*** Le fichier a pour object de consigner et de conserver les présentations soumises au Conseil du Trésor par les miniséres et organismes au sujet des employés actuels et antérieurs dune institution gouvernmentale. ***Normes de conservation et de destruction :*** Les normes de conservation et de destruction sont à déterminer. ***Note :*** Les renseignement recueillis dans ce fichier seront transférés au numéro de fichier du système d'information sur la classification du groupe de la direcition : SCT PCE 736. ***Enregistrement (SCT) :*** 003562 ***Numéro de fichier :*** SCT PCE 701

Primes d'encouragement
Description : Ce fichier contient de l'information sur les fonctionnaires qui ont mérité des primes en vertu du Régime de primes d'encouragement du gouvernement fédéral. Cette information comprend des curriculum vitae, des réalisations méritoires en rapport avec des fonctions ou des suggestions pratiques d'amélioration des opérations de la Fonction publique. ***Catégorie de personnes :*** Tous les fonctionnaires ayant été nommés pour des primes en vertu du Régime des primes d'encouragement du gouvernement fédéral. ***But :*** Ce fichier a pour objet d'identifier les fonctionnaires qui ont mérité des primes en vertu du Régime de primes d'encouragement du gouvernement fédéral. ***Usages compatibles :*** Les renseignements que renferme ce fichier servent à établir des précédents en matière de primes d'encouragement et fournissent une piste pour la vérification des fonds déboursés. ***Normes de conservation et de destruction :*** Les dossiers opérationnels sont conservés pendant au moins deux ans, et ensuite détruits; les dossiers financiers pendant six ans, puis détruits, et les dossiers sur l'établissement de précédents sont conservés pendant vingt-cinq ans, et ensuite détruits (sujet à l'approbation des Archives nationales du Canada). ***No. APC :*** 76-016 (modification 1) Renvoi au dossier # : TBS APB 110 ***Enregistrement (SCT) :*** 001133 ***Numéro de fichier :*** SCT PCE 702

Programme d'incitation à la retraite anticipée volontaire destiné à la catégorie de la gestion
Description : Ce fichier contient des renseignements sur la nature, le but et les exigences d'admissibilité du programme, ainsi que des rapports des ministères montrant les postes libérés et les montants versés aux

Griefs du Conseil national mixte
Description : Ce fichier renferme des renseignements sur les griefs présentés au dernier palier de la procédure de recours du Conseil national mixte. Les dossiers comprennent habituellement des formules de griefs sur lesquelles figurent le nom, l'adresse, le numéro de téléphone, la classification du poste, le nom du Ministère et le lieu de travail du plaignant, ainsi que les réponses obtenues aux autres paliers et des renseignements de base sur chaque cas. Ces renseignements varieront en fonction de l'objet du grief mais pourront porter sur les itinéraires de voyage et de réinstallation et sur les demandes de remboursement de frais, les activités liées à la recherche d'un emploi et leur résultat et, dans des cas exceptionnels, sur l'état de santé du plaignant. *Catégorie de personnes :* Les employés des ministères et organismes fédéraux énumérés aux parties I et II de l'annexe I de la Loi sur les relations de travail dans la Fonction publique (lorsque l'employeur et l'agent négociateur font partie du CNM) qui ont présenté leurs griefs au dernier palier, soit le Comité d'administration du CNM. *But :* Les renseignements contenus dans ce fichier sont recueillis principalement auprès du Secrétaire général du CNM et servent à résoudre, conformément aux règlements du CNM (article 7 — Règlement des griefs), les erreurs présumées d'interprétation et d'application des politiques, des directives ou des règlements qui ont fait l'objet de consultations au sein du CNM et ont été adoptés par celui-ci. Les agents du Secrétariat du Conseil du Trésor se servent de ces renseignements pour formuler la position de l'employeur en réponse aux griefs déposés au CNM par les employés. *Usages compatibles :* Ce fichier est aussi utilisé aux fins de recherche interne visant à établir des comparaisons entre les cas antérieurs et les cas actuels en vue de déterminer s'il existe un précédent. *Normes de conservation et de destruction :* Les documents sont conservés pendant 10 ans. Les normes de conservation et de destruction doivent être approuvées par les Archives nationales du Canada. Renvoi au dossier # : SCT DPP 450
Enregistrement (SCT) : 002569 *Numéro de fichier :* SCT PCE 735

Module informatisé sur la formation linguistique (MIFL)
Description : Le MIFL est un fichier central qui contient des renseignements relatifs à la formation linguistique donnée aux fonctionnaires aux frais de l'État. Le fichier contient notamment des données sur les niveaux de compétences visés par la formation, les heures de formation utilisées et le genre de formation. Le numéro d'assurance sociale (NAS) y apparaîtra jusqu'à ce qu'il soit remplacé par un système d'identification reposant sur l'attribution d'un code unique à chaque employé de l'administration fédérale. Source des données : les données sont enregistrées au MIFL par les ministères et organismes au moyen de la formule FIFL-A8. Il y a interaction entre le Système de formation linguistique (SFL) de la Commission de la Fonction publique et le MIFL pour la formation reliée aux besoins statutaires et aux besoins généraux de l'administration. La formation reliée à d'autres besoins est rapportée au MIFL par les ministères et organismes. Il y a également interaction entre le Système d'information sur les langues officielles (SILO) et le MIFL du Secrétariat du Conseil du Trésor. *Catégorie de personnes :* Ces renseignements portent sur les fonctionnaires anciennement et actuellement employés par les ministères et organismes énumérés à l'annexe I, partie I de la Loi sur les relations de travail dans la Fonction publique et, à partir d'avril 1990, aux employés des organismes énumérés à l'annexe I, partie II de la Loi sur les relations de travail dans la Fonction publique. *But :* Ce fichier a pour objet de fournir des renseignements exacts, à jour et fiables, afin d'appuyer le gouvernement, les organismes centraux, les ministères et organismes dans la mise en oeuvre et le contrôle de la partie du Programme des langues officielles qui concerne la formation linguistique. *Usages compatibles :* Les renseignements sont utilisés tant par les ministères visés que par les organismes centraux à des fins de référence, de recherche et de compilation de statistiques pour exercer un contrôle sur la partie du Programme des langues officielles reliée à la formation linguistique. Toutes les liaisons effectuées avec le SFL et le SILO sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. *Normes de conservation et de destruction :* Les fichiers produits au trimestre sont conservés pendant une période de 25 ans.
Enregistrement (SCT) : 002852 *Numéro de fichier :* SCT PCE 704

Pension de la Fonction publique — cas
Description : Ce fichier renferme des renseignements qui servent à prendre des décisions dans des cas particuliers de pension lorsqu'il n'y a pas de précédent, ou dans les cas où le Conseil du Trésor avait anciennement le pouvoir d'entendre les appels. Les renseignements se rapportent à des situations précises et ne contiennent que des données personnelles minimales. Les données relatives à l'emploi sont aussi minimales et se rapportent seulement à des aspects particuliers de la situation en ce qui concerne la pension de l'individu. *Catégorie de personnes :* Les personnes qui sont assujetties à la Loi sur la pension de la Fonction publique, à la Loi sur la pension de retraite de la Gendarmerie royale du Canada, à la Loi sur la continuation des pensions de la Gendarmerie royale du Canada, à la Loi sur la pension de retraite des Forces canadiennes et à la Loi sur la continuation de la pension des services de défense. *But :* Ces renseignements sont compilés à la demande du Conseil du Trésor pour l'administration des lois sur les pensions afin d'avoir des renseignements sur les circonstances qui ont mené aux décisions prises dans chaque cas de pension pour assurer une application uniforme de la politique. La Division des pensions transmet ces cas de pension au Conseil du Trésor. *Usages compatibles :* Les renseignements que renferme ce fichier peuvent servir à la Division des pensions pour mener des recherches statistiques, développer des modifications aux lois sur la pension ainsi que pour

inuits ou autochtones, handicapés ou membres de minorités visibles, à des fins d'analyse. Ces renseignements portent sur les employés énumérés dans l'annexe 1 de la partie 1 de la Loi sur les relations de travail dans la Fonction publique, et facilitent la comparaison entre leur degré de représentation dans la Fonction publique et leur importance numérique dans la population. Le fichier servira également à analyser et à contrôler la situation et l'avancement des populations cibles du sondage, par rapport au reste de la Fonction publique, du point de vue de la répartition sur les plans régional et professionnel, de la formation, de la mobilité, etc. Des comparaisons seront effectuées de façon périodique, en vue de déterminer l'efficacité de l'Action positive et des programmes spéciaux, et de déceler les secteurs susceptibles d'amélioration. La catégorie d'auto-identification et l'identification personnelle obtenue par sondage sont mises en corrélation, à l'aide de l'identification personnelle fournie, avec les autres fichiers, notamment le fichier des titulaires, les autres fichiers appropriés du Système d'information sur la gestion du personnel (SIGP), le Système d'information sur les langues officielles (SILO), l'ensemble du Secrétariat du Conseil du Trésor, ainsi que des fichiers de statistiques relevant de la Commission de la Fonction publique, tels le Fichier de statistiques trimestrielles et le Système de gestion de l'information sur les nominations. Le fichier renferme des données extraites de la formule de sondage, tels le numéro d'assurance sociale, et la situation d'autochtone. Le Fichier fera l'objet d'une mise en corrélation d'après l'identificateur commun, (le numéro d'assurance sociale,) avec les fichiers susmentionnés; on obtiendra ainsi les renseignements concernant l'âge, le sexe, le groupe professionnel, le sous-groupe et le niveau, les années de service, le traitement, etc., de telle manière qu'on puisse produire des tableaux à l'appui de l'analyse décrits ci-dessus. Lorsqu'un répondant n'a pas indiqué son numéro d'assurance sociale, on ne l'introduit qu'à des fins statistiques. Le fichier acquiert des renseignements auprès des autres fichiers, tels les fichiers ordinaires ministériels d'Action positive (POE 918), mais on ne fait, à partir de ce fichier, aucune divulgation de renseignements personnels qui permettent, selon une estimation raisonnable, d'identifier la personne à laquelle ils se rapportent. Les personnes qui veulent avoir accès à leur situation d'identification relative à l'appartenance à un groupe spécial, doivent fournir leur numéro d'assurance sociale pour s'assurer une réponse donnant suite à leur demande. Les normes de conservation restent à être établies. ***Catégorie de personnes :*** Toutes les personnes dont le Conseil du Trésor est l'employeur en vertu de la Loi sur les relations de travail dans la Fonction publique, annexe 1, partie 1. ***But :*** La cueillette des information d'intérêt pour les activités de gestion du personnel se fait en vertu des autorisations et obligations précisées à la Loi sur la gestion des finances publiques (auparavant la Loi sur l'administration financiére), ainsi qu'à la Loi sur les relations de travail dans la Fonction publique. En outre, le Conseil du Trésor maintient des systémes d'information sur les employées de la Fonction publique conformément aux pouvoirs géeéraix que lui conférent les dites lois. Ce fichier est la source principale de données de la main d'oeuvre pour les utilisateurs du Secrétariat du Conseil du trésor et il ser à la planification, la mise en oevre, l'evaluation et la surveillance des politiques gouvernementales. ***Normes de conservation et de destruction :*** Les dossiers principaux pour l'exercice financier sont conservés pendant une période de 25 ans. Les périodes de conservation et de destruction doivent être approuvées par les Archives nationales du Canada ***Enregistrement (SCT) :*** 003560 ***Numéro de fichier :*** SCT PCE 706

Griefs

Description : Ce fichier contient des renseignements sur les griefs soumis à l'arbitrage mais retirés par les employés qui les ont présentés. ***Catégorie de personnes :*** Tous les employés de la Fonction publique (Annexe 1 de la Partie 1 de la Loi sur les relations de travail dans la Fonction publique) qui ont renvoyé leurs griefs à l'arbitrage. ***But :*** Ce fichier a pour objet de tenir un registre des griefs soumis à l'arbitrage qui ont été retirés qu'ils aient été réglés ou non, et qui, par conséquent, n'ont pas nécessité de décision d'arbitrage. ***Usages compatibles :*** Les renseignements servent à fournir de l'information générale pour des recherches. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant cinq ans après quoi un échantillonnage de 10% est transféré aux Archives nationales du Canada pour être gardé, et le reste est détruit. ***No. APC :*** 69-003 (modification 11) Renvoi au dossier # : SCT DRT 470 ***Enregistrement (SCT) :*** 001962 ***Numéro de fichier :*** SCT PCE 712

Griefs de classification

Description : Ce fichier contient l'information sur tous les aspects des griefs, soit les descriptions de tâches, les organigrammes, les formules de mesures de classification, les décisions de griefs, de même que toute information pertinente. ***Catégorie de personnes :*** Tous les employés fédéraux dont le Conseil du Trésor est considéré comme l'employeur en vertu de la Loi sur les relations de travail dans la Fonction publique et qui ont présenté des griefs de classification. ***But :*** Ce fichier sert à conserver des documents relatifs à tous les griefs de classification, à la fois ceux pour lesquels les ministères ont la délégation de pouvoir, de même que ceux pour lesquels ils n'en ont pas. ***Usages compatibles :*** L'information sert à administrer l'application de la politique des griefs de classification et à fournir des données statistiques et des données générales aux ministères. L'information sert à la recherche de précédents, de même que de moyen de vérification afin de s'assurer que le caractère final et irrévocable des décisions de griefs de classification soit respecté. ***Normes de conservation et de destruction :*** Les documents sont conservés pendant une période de 10 ans, puis détruits. ***No. APC :*** 78-020 Renvoi au dossier # : SCT DPP 415 ***Enregistrement (SCT) :*** 001134 ***Numéro de fichier :*** SCT PCE 707

détruit. *No. APC :* 69-003 (modification 11) Renvoi au dossier # : SCT DRT 440 *Enregistrement (SCT) :* 001959 *Numéro de fichier :* SCT PCE 709

Exemption à la politique de réinstallation — cas particuliers
Description : Ce fichier renferme la correspondance du ministre et du Ministère; des documents de base; des données relatives aux présentations soumises au Conseil du Trésor, des mémoires au président, des lettres de décision, des notes d'analystes concernant les demandes individuelles d'exemption à la politique de réinstallation. *Catégorie de personnes :* Toute personne dont les frais de réinstallation sont partiellement ou entièrement payés par le gouvernement. *But :* Ce fichier sert à consigner les cas individuels dans lesquels une décision a été prise quant à la réinstallation. *Usages compatibles :* Ce fichier sert aussi à la recherche en vue de l'élaboration de politiques et à l'examen d'autres demandes d'exemption à la politique de réinstallation. *Normes de conservation et de destruction :* Les documents sont gardés pendant 25 ans (à être approuvé par les Archives nationales du Canada). Renvoi au dossier # : SCT DPP 360 *Enregistrement (SCT) :* 002571 *Numéro de fichier :* SCT PCE 727

Fichier d'information sur la mobilité des employés
Description : Ce fichier renferme le dossier de mobilité de chaque employé de l'administration fédérale. Le dossier de l'employé renferme des renseignements personnels tels que l'âge, le sexe, le numéro d'assurance sociale, la date de naissance, le nom, les dates de nomination et la classification de l'employé. On y retrouve également les raisons des déplacements et les dates d'entrée en vigueur. Le numéro d'assurance sociale (NAS) y apparaîtra jusqu'à ce qu'il soit remplacé par un système d'identification reposant sur l'attribution d'un code unique à chaque employé de l'administration fédérale. *Catégorie de personnes :* Toutes les personnes dont le Conseil du Trésor est l'employeur en vertu de la Loi sur les relations de travail dans la Fonction publique. On inclut également certaines personnes employées par les employeurs distincts précisés à l'annexe 1, partie 2 de la dite loi. *But :* La cueillette des informations d'intérêt pour les activités de gestion du personnel se fait en vertu des autorisations et obligations précisées à la Loi sur la gestion des finances publiques (auparavant la Loi sur l'administration financière), ainsi qu'à la Loi sur les relations de travail dans la Fonction publique. En outre, le Conseil du Trésor maintient des systèmes d'information sur les employés de la Fonction publique conformément aux pouvoirs généraux que lui confèrent les dites lois. Ce fichier est la source principale de données sur la mobilité de la main d'oeuvre pour les utilisateurs du Secrétariat du Conseil du Trésor et il sert à la planification, la mise en oeuvre, l'évaluation et la surveillance des politiques gouvernementales. Les données servent à étayer les activités de planification et de gestion des ressources humaines, qui comprennent la négociation collective, l'analyse de la rémunération, les programmes d'équité en matière d'emploi, ainsi que la planification, la mise en oeuvre, l'évaluation et la surveillance des politiques relatives au personnel. On s'en sert en outre pour répondre à des demandes de renseignements particuliers, pour mener des recherches, des études spéciales et des enquêtes portant sur les questions relatives au personnel, ainsi que pour les demandes de renseignements en vertu de la Loi sur l'accès à l'information et de la Loi sur la protection des renseignements personnels. *Usages compatibles :* Ce système sert de source d'information pour le Fichier de données sur les groupes visés par l'équité en matière d'emploi, la Commission de la Fonction publique, Statistique Canada, ainsi que d'autres ministères et organismes fédéraux. On peut se servir de ce système comme source d'information pour les fichiers suivants : Système d'information des titulaires; Système Versements/Retenues; Système de rapports sur les services supplémentaires; Système de rapports sur le congés; Système d'information sur les langues officielles; Système d'information sur la formation et le perfectionnement; Système de collecte de données sur les postes; Système de traitement de la Fonction publique, Système sur les avantages sociaux à l'intention des membres de la gestion supérieure et de la catégorie de la gestion et le Fichier des Systèmes informatisés statistiques (CFP PCE 761) que détient la Commission de la Fonction publique. Il est également possible d'établir des liaisons avec les fichiers énumérés ci-dessus. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. *Normes de conservation et de destruction :* Les dossiers principaux pour l'exercice financier sont conservés pendant une période de 25 ans. Les périodes de conservation et de destruction doivent être approuvées par les Archives nationales du Canada. Renvoi au dossier # : SCT DRT 510 *Enregistrement (SCT) :* 002317 *Numéro de fichier :* SCT PCE 724

Fichier de données sur les groupes visés par l'équité en matière d'emploi
Description : Ce sondage auprès des employés de la Fonction publique fédérale (annexe 1, partie 1, population, LRTFP) permet aux personnes qui se disent métis, inuit ou autochtone, handicapée ou membre de minorités visibles, de s'identifier comme telles. En avril 1985, un recensement à l'échelle de la Fonction publique a été effectué en vue de constituer ce fichier central de données (SCT PCE 706). Actuellement, diverses méthodes permettant de tenir le fichier à jour sont à l'étude, notamment l'auto-identification volontaire des nouveaux employés,l'auto-identification obligatoire du personnel qui a accès aux programmes et services spéciaux destinés aux groupes susmentionnés, et les sondages de moindre importance grâce auxquels on s'assurera que tous les fonctionnaires fédéraux font l'objet d'un sondage tous les quatre ou cinq ans. Le fichier de renseignements personnels servira à identifier les membres de la Fonction publique qui sont métis,

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Primes d'encouragement

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Secrétariat du Conseil du Trésor du Canada

Chapitre 90

Fichiers centraux

Accréditation

Description : Ce fichier a pour objet de tenir un registre précis de chaque unité de négociation et chaque accréditation, re-accréditation et désaccréditation d'agent négociateur conformément à la Loi sur les relations de travail dans la Fonction publique. *Catégorie de personnes :* Tous les employés de la Fonction publique (Annexe 1 de la Partie 1 de la Loi sur les relations de travail dans la Fonction publique), à qui s'applique le processus de négociation collective. *But :* Ce fichier a pour objet de tenir un registre précis de chaque accréditation d'agent négociateur dans les limites des exigences de l'Annexe 1 de la Partie 1 de la Loi sur les relations de travail dans la Fonction publique ainsi qu'un registre des positions exclus. Il contient des renseignements sur les décisions de la Commission des relations de travail dans la Fonction publique, les demandes des agents négociateurs, la position des intervenants, les listes des positions exclus, et les observations de l'employeur. *Usages compatibles :* Ce fichier sert à fournir de l'information générale pour des recherches. *Normes de conservation et de destruction :* Les dossiers sont conservés pendant vingt-cinq ans après quoi un échantillonnage de 10% est transféré aux Archives nationales du Canada pour être gardé, et le reste est détruit. *No. APC :* 69-003 (modification 11) Renvoi au dossier # : SCT DRT 445 *Enregistrement (SCT) :* 001960 *Numéro de fichier :* SCT PCE 710

Arbitrage — Renvois en vertu de l'article 92 (LRTFP)

Description : Ce fichier contient des renseignements sur les griefs soumis à l'arbitrage et les décisions connexes de la Commission des relations de travail dans la Fonction publique. *Catégorie de personnes :* Tous les employés de la Fonction publique (Annexe 1 de la Partie 1 de la Loi sur les relations de travail dans la Fonction publique) qui ont renvoyé leurs griefs à l'arbitrage. *But :* Ce fichier a pour objet de tenir un registre des décisions d'arbitrage avec les griefs connexes. *Usages compatibles :* Il sert également à fournir de l'information générale pour des recherches. *Normes de conservation et de destruction :* Les dossiers sont conservés pendant 10 ans après quoi un échantillonnage de 10 % est transféré aux Archives nationales du Canada pour être gardé, et le reste est détruit. *No. APC :* 69-003 (modification 11) Renvoi au dossier # : SCT DRT 440 *Enregistrement (SCT) :* 001958 *Numéro de fichier :* SCT PCE 708

Arbitrage — Renvois en vertu de l'article 99 (LRTFP)

Description : Ce fichier contient des renseignements sur les renvois effectués par l'employeur ou par l'agent négociateur en vertu de l'article 99, LRTFP, et les décisions de la CRTFP. *Catégorie de personnes :* Tous les employés de la Fonction publique (Annexe 1 de la Partie 1 de la Loi sur les relations de travail dans la Fonction publique) au nom desquels les renvois ont été soumis. *But :* Ce fichier a pour but de maintenir un registre des dossiers sur les renvois effectués par l'employeur ou par les agents négociateurs conformément à la Loi sur les relations de travail dans la Fonction publique afin de faire exécuter une obligation qu'on prétend découler de la convention collective ou de la décision arbitrale. *Usages compatibles :* Il permet également de fournir de l'information générale pour des recherches. *Normes de conservation et de destruction :* Les dossiers sont conservés pendant 10 ans après quoi un échantillonnage de 10 % est transféré aux Archives nationales du Canada pour être gardé, et le reste est

dotation du Ministère. ***Catégorie de personnes :*** Employés de l'institution et personnes qui ont été mises en disponibilité par l'institution. ***But :*** Ce fichier a été créé conformément aux articles 29, 30 et 37 de la Loi sur l'emploi dans la Fonction publique en vue de fournir des renseignements sur les employés ayant une priorité administrative ou statutaire. Ce fichier existe aussi, conformément à diverses politiques de la Commission de la Fonction publique, en vue de fournir des renseignements sur les employés ayant une priorité de nomination. ***Usages compatibles :*** L'usage est compatible avec le but mentionné à la partie 5. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant deux ans à compter de la date de la fin du statut de priorité, puis sont détruits. Les autorités des Archives nationales du Canada sont consultées concernant la destruction des dossiers informatisés. ***No. APC :*** 86-001 ***Enregistrement (SCT) :*** 002901 ***Numéro de fichier :*** SCan PPE 805

Primes d'encouragement
Description : Le fichier contient des renseignements sur les fonctionnaires qui ont été nommés pour des primes, dans le cadre du Régime des primes d'encouragement du gouvernement fédéral. Ces renseignements peuvent comprendre des curricula vitae, des descriptions à l'appui de contributions méritoires concernant leurs fonctions, ou des suggestions pratiques en vue de l'amélioration des opérations de la Fonction publique, ainsi que des rapports de recommandations, dûment remplis, concernant soit la prime au mérite ou la prime à l'initiative. ***Catégorie de personnes :*** Fonctionnaires qui ont été nommés pour des primes, dans le cadre du Régime des primes d'encouragement. ***But :*** Le fichier a pour but de déterminer les personnes qui ont été nommées pour des primes dans le cadre du Régime des primes d'encouragement du gouvernement fédéral. ***Usages compatibles :*** Les renseignements contenus dans ce fichier sont utilisés pour établir des précédents au sujet des primes et pour fournir une vérification des fonds déboursés. ***Normes de conservation et de destruction :*** Les fichiers financiers sont conservés pendant une période de six ans. Les fichiers créant des précédents sont transférés aux Archives publiques après l'expiration de la date de conservation. ***No. APC :*** 86-001 ***Enregistrement (SCT) :*** 002914 ***Numéro de fichier :*** SCan PPE 810

Programme de perfectionnement en gestion
Description : Cette banque de données renferme les renseignements suivants : le nom, l'adresse du domicile et l'adresse postale, le numéro de téléphone, le groupe et le niveau de l'employé, le numéro d'assurance sociale ou le code d'identification personnel, la formation scolaire, le plan de carrière, l'information relative à l'équité en matière d'emploi, les raisons motivant le parrainage des candidatures, les évaluations et/ou les attestations de rendement, le centre d'évaluation, les résultats d'évaluations, les résultats d'entrevues et les recommandations du comité consultatif de sélection de la DGPS, en vue de la participation au Programme de perfectionnement en gestion et des affectations à ce programme. ***Catégorie de personnes :*** Tous les employés de la Direction générale de la protection de la santé qui espèrent accéder, à moyen ou à court terme, à un poste du Groupe EX. ***But :*** Sélectionner les participants au Programme de perfectionnement en gestion. ***Usages compatibles :*** L'information recueillie pour la banque de données servira exclusivement à l'évaluation des candidates par le comité de sélection. ***Normes de conservation et de destruction :*** L'information sera conservée pendant au moins deux ans à compter décisions relatives à la sélection des participants. Les dossiers seront ensuite détruits. ***Enregistrement (SCT) :*** 003667 ***Numéro de fichier :*** SCan PPE 815

Saisie-arrêt
Description : Ce fichier contient les actes juridiques portant sur l'autorisation de saisir les traitements et les honoraires versés à l'égard des personnes contre lesquelles des mesures de saisie-arrêt ont été prises. ***Catégorie de personnes :*** Employé du Ministère. Entrepreneurs embauchés par le Ministère en tant que particuliers aux termes de marché de services. ***But :*** Ce fichier a pour but de coordonner et contrôler les modalités relatives à la saisie-arrêt afin de mettre en oeuvre les exigences administratives ayant trait à la paye pour s'assurer que le Ministère exécute les ordonnances de la cour dans les délais prévus par la Loi. ***Usages compatibles :*** Il permet, conformément à la Loi sur la saisie-arrêt et la distraction de pensions, de procéder à la saisie-arrêt et à la distraction de fonds. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pour deux ans suivant la fin de l'exercice financier, ou suivant le dernier usage administratif (le plus récent des deux aura priorité). ***No. APC :*** 86-001 ***Enregistrement (SCT) :*** 002787 ***Numéro de fichier :*** SCan PPE 803

Système de contrôle et d'imputabilité des années-personnes
Description : Ce fichier contient des renseignements, par individu, sur l'utilisation des années-personnes. Le numéro d'assurance sociale est utilisé à des fins de vérification et d'identification des individus et pour établir un lien entre l'information de ce fichier et celui du système ministériel d'information sur le personnel. ***Catégorie de personnes :*** Ce fichier concerne les employés du Ministère. ***But :*** Ce fichier a pour but d'enregistrer les renseignements sur l'utilisation des années-personnes qui servent à la gestion interne et qui doivent être rapportés au Conseil du Trésor annuellement. La préparation du rapport sur l'utilisation des années-personnes est une responsabilité financière. ***Usages compatibles :*** L'utilisation de ce fichier est compatible avec le but précisé dans la partie 5. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pour une période de six ans et sont détruits par la suite. ***No. APC :*** 86-001 ***Enregistrement (SCT) :*** 002749 ***Numéro de fichier :*** SCan PPE 804

compatibles : Les renseignements peuvent être utilisés à l'interne aux fins de gestion des programmes et à des fins de recherche, de planification, d'évaluation, de statistiques et de vérification interne. Ayant rapport à SBS PCE 701. *Normes de conservation et de destruction :* Les dossiers sont conservés jusqu'à ce que l'employé ait atteint l'âge de 75 ans ou s'il a plus de 70 ans, cinq ans suivant le dernier examen médical. À la fin de la période de conservation, certains de ces dossiers seront conservés aux Archives nationales du Canada à des fins archivistiques et le reste sera détruit. *No. APC :* 577437/607107 *Enregistrement (SCT) :* 002747 *Numéro de fichier :* SCan PCE 703

Dossiers du Conseil de révision médicale de la santé des fonctionnaires fédéraux
Description : Ce fichier contient certains des renseignements suivants ou la totalité : des demandes, des rapports médicaux, des résultats d'examen médical, des évaluations médicales et psychologiques, des rapports de laboratoire ou des radiographies. Les personnes demandant l'accès à ce fichier doivent fournir leur nom au complet, leur date de naissance et leur numéro de dossier. *Catégorie de personnes :* Les fonctionnaires fédéraux. *But :* Le but de ce fichier est de maintenir un dossier des décisions ou des recommandations relatives à des cas médicaux litigieux évalués par le Conseil d'examen médical de la Santé des fonctionnaires fédéraux. *Usages compatibles :* Les renseignements sont utilisés à l'interne aux fins de gestion des programmes et à des fins de recherche, de planification, d'évaluation, de statistiques et de vérification interne. Ayant rapport à SBS PCE 701. *Normes de conservation et de destruction :* Les dossiers sont conservés jusqu'à ce que l'employé ait atteint l'âge de 75 ans ou s'il a plus de 70 ans, cinq ans suivant le dernier examen médical. À la fin de la période de conservation, certains de ces dossiers seront conservés aux Archives nationales du Canada à des fins archivistiques et le reste sera détruit. *No. APC :* 577437/607107 *Enregistrement (SCT) :* 002746 *Numéro de fichier :* SCan PCE 702

Dossiers médicaux
Description : Ce fichier contient certains des renseignements suivants ou la totalité : des rapports médicaux, psychiatriques et d'experts-conseils, des résultats et des évaluations, des analyses et rapports de laboratoire, des radiographies et des rapports de traitement et de conseil. Les personnes demandant l'accès à ces renseignements doivent fournir leur nom au complet, leur date de naissance et l'endroit du dossier demandé. *Catégorie de personnes :* Les fonctionnaires fédéraux, les anciens fonctionnaires fédéraux et les fonctionnaires fédéraux éventuels. *But :* Ce fichier a pour but de maintenir les dossiers de santé au travail des fonctionnaires fédéraux éventuels y compris les dossiers de surveillance et de maintien des facteurs d'hygiène du travail et du milieu, de pré-embauche, d'évaluations périodiques médicales et de santé mentale, de milieu de travail. Les renseignements sont utilisés afin d'appuyer les décisions ou droits en matière médicale, de santé mentale, d'emploi et de pension. *Usages compatibles :* Les renseignements peuvent être utilisés à l'interne aux fins de gestion des programmes et à des fins de recherche, de planification, d'évaluation, de statistiques et de vérification interne. *Normes de conservation et de destruction :* Les dossiers sont conservés jusqu'à ce que l'employé ait atteint l'âge de 75 ans ou s'il a plus de 70 ans, cinq ans suivant le dernier examen médical. À la fin de la période de conservation, certains de ces dossiers seront conservés aux Archives nationales du Canada à des fins archivistiques et le reste sera détruit. *No. APC :* 577437/638944/607107 *Enregistrement (SCT) :* 002745 *Numéro de fichier :* SCan PCE 701

Fichiers particuliers

Dossiers des exclusions pour des raisons confidentielles ou de gestion
Description : Les renseignements comprennent la date et le code d'exclusion, le niveau, le groupe, la direction générale et la division. *Catégorie de personnes :* Les dossiers de ce fichier touchent à tous les employés du ministère de la Santé nationale et du Bien-être social qui sont exclus de la négociation collective pour des raisons confidentielles ou de gestion. *But :* L'objet de ce fichier est d'enregistrer les données sur les employés exclus de la négociation collective. *Usages compatibles :* L'usage est compatible avec le but mentionné à la partie 5. *Normes de conservation et de destruction :* Les dossiers sont conservés pour une période de 2 ans, après que l'information ait été remplacée ou soit devenue désuète, et sont détruits par la suite. *No. APC :* 86-001 *Enregistrement (SCT) :* 002900 *Numéro de fichier :* SCan PPE 802

Dossiers des plaintes du Ministère (employés)
Description : Les renseignements de ce fichier comprennent les plaintes relatives aux droits de la personne et les plaintes anti-discriminatoires. *Catégorie de personnes :* Employés et ex-employés qui enregistrent une plainte à la Commission Droits de la Personne ou à la Commission de la Fonction publique. *But :* Les dossiers touchent tous les employés du Ministère qui ont porté plainte officiellement, et sont conservés pour obtenir une résolution, pour préparer une défense ou pour décider quelle action prendre. *Usages compatibles :* L'utilisation de ce fichier est compatible avec le but précisé dans la partie 5. *Normes de conservation et de destruction :* Les dossiers sont conservés pour une période de deux ans après leur dernier usage à des fins administratives et ils sont détruits. *No. APC :* 86-001 *Enregistrement (SCT) :* 002748 *Numéro de fichier :* SCan PPE 801

Dossiers du Centre de présentation prioritaire et d'autorisation
Description : Ce fichier contient des renseignements personnels de base, des renseignements sur les priorités administratives ou statutaires et les résultats des présentations faites aux directeurs et (ou) aux agents de

d'utilisation de la production, en terme de temps et coûts, pour tous les employés du ministère, qu'ils soient indéterminés, termes, occasionnels ou embauchés d'un service contractuel d'emploi. Cet fichier fournit aux gestionnaires et aux systèmes de gestion de l'information, des renseignements au sujet des coûts et du temps de production des employés du ministère et des individus embauchés sous contrat à l'aide d'une série de rapports. Un rapport individuel contenant des renseignements sur les activités d'un employé pour l'année courante à ce jour peut être produit sur demande. L'accès ne sera pas permis sans preuve adéquate d'identification et/ou d'autorité. *Normes de conservation et de destruction :* Les enregistrements contenus dans ce fichier doivent être maintenus pour deux ans. *Enregistrement (SCT) :* 003544 *Numéro de fichier :* RC PPE 811

Système de rapports de congé et de temps supplémentaire — Revenu Canada
Description : Ce fichier a pour but de conserver des données détaillées sur les congés, le temps supplémentaire et le travail d'équipe de tous les employés permanents du Ministère, tout comme sur ceux des employés engagés pour une péri ode déterminée de plus de trois mois dans les bureaux de district et au Bureau principal. *Catégorie de personnes :* Employés du ministère *But :* Les données conservées dans ce fichier concernent la fréquence des congés, le temps supplémentaire, le travail en équipe et le temps d'attente pour chaque employé, par année financière. Tous les particuliers qui se trouvent dans ce fichier sont tous des employés de Revenu Canada, à l'exception de ceux qui sont engagés pour une période déterminée de moins de trois mois . Le fichier est utilisé pour fournir des renseignements aux gestionnaires organiques concernant les employés à l'égard du temps supplémentaire accompli et des congés qui restent. Il sert aussi à accumuler les données pour transmiss ion sur bande par l'intermédiaire des Travaux publics et Services gouvernementaux Canada afin de satisfaire aux exigences du Conseil du Trésor concernant les rapports du SPEC. Un rapport personnel contenant des renseignements détaillés sur les con gés et le temps supplémentaire est mis à la disposition de chaque employé à date fixe; le rapport peut aussi être obtenu sur demande. Cependant, il n'est accessible que sur présentation d'une preuve d'identité ou d'une autorisation appropriée. *Normes de conservation et de destruction :* L'année courant plus deux anx *Enregistrement (SCT) :* 003543 *Numéro de fichier :* RC PPE 804

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

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Code régissant les conflits d'intérêts et l'après-mandat

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Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Primes d'encouragement

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Vérification de la fiabilité

Voyages et réinstallations

Santé Canada
Chapitre 89

Fichiers centraux

Dossiers des dispensaires
Description : Ce fichier contient certains des renseignements suivants ou la totalité : traitement d'urgence, rapports de visites de retour au travail, examens, conseil, conseil d'employés perturbés, aiguillage et rapports d'audiogramme. Les personnes demandant l'accès à ces renseignements doivent fournir leur nom au complet, leur date de naissance et où se trouve le dossier demandé. *Catégorie de personnes :* Santé des fonctionnaires fédéraux. *But :* Le but de ce fichier est de maintenir les dossiers de toutes les consultations des unités de santé y compris les traitements d'urgence, les rapports de visites de retour au travail, de conseil et aiguillage, d'examens et d'aiguillage d'employés perturbés. Les renseignements sont aussi utilisés pour la surveillance de la santé au travail. *Usages*

personnes : Les renseignements se rapportent aux employés du ministère du Revenu national *But :* Ce fichier a pour fonction de maintenir un contrôle sur la localisation de certains types d'équipement. *Normes de conservation et de destruction :* Les dossiers sont conservés pendant deux ans après la remise de l'article. *No. APC :* 78-001 *Enregistrement (SCT) :* 001764 *Numéro de fichier :* RC PPE 806

Innovation et Excellence
Description : La banque renferme des renseignements sur le programme de primes et reconnaissance de Revenu Canada, Innovation et Excellence, mis en oeuvre le 1er avril 1992. Ce programme a été lancé dans le cadre du Régime des primes d'encouragement du gouvernement fédéral. Les renseignements suivant peuvent figurer dans la banque : nom de l'employé; brève description de ses réalisations ou de sa suggestion; groupe, niveau et lieu de travail de l'employé; valeur de la prime. *Catégorie de personnes :* Employés du Ministère qui ont participé au Programme de prime à l'initiative ou qui ont été mis en nomination pour une récompense spéciale, une prime pour long service ou une prime du Ministre. *But :* Aider à l'administration du programme Innovation et Excellence. *Usages compatibles :* La banque n'existe plus au niveau national depuis décembre 1993, quoique qulques bureaux fiscaux s'en servent toujours pour des fins locales. Certains dossiers da la banque sont archivés de l'AC. *Normes de conservation et de destruction :* Une fois clos, les dossiers locaux doivent être conservés pendant cinq ans, après quoi ils doivent être détruits; tout dossier qui constitue un précédent doit être transmis à la Section de gestion de l'information du Bur eau principal; les dossiers financiers doivent être conservés pendant cinq ans, après quoi ils doivent être détruits. Les normes relatives au système de primes seront élaborées lorsque la base de données nationale sera implémentée e t que nos représentants à travers le Canada pourront y accéder. *Enregistrement (SCT) :* 003212 *Numéro de fichier :* RC PPE 810

Méthode de résultats de l'Exercice «in-basket» pour la supervision
Description : Parmi les données contenues dans le fichier, se trouvent les résultats de l'Exercice "in-basket" pour la supervision, la date de l'examen, les renseignements personnels du candidat dont : le nom de famille, le prénom e t l'initiale, le numéro d'assurance sociale ou le code d'identification de dossier personnel, le sexe, la date de naissance, l'adresse, le numéro de téléphone à domicile et au travail, le nombre d'années de service, le niveau d'étud es, membre d'un groupe d'équité en matière d'emploi ainsi que le groupe occupationnel et le niveau. *Catégorie de personnes :* Les documents du fichier ne portent que sur les candidats qui ont passé l'Exercice "in-basket" pour la supervision dans un processus de dotation. Pour avoir accès à ces données, il faut fournir une preuve d'identité ou une a utorisation en règle. *But :* Ce fichier a été créé pour la section Recherche et développement de la direction des Ressources humaines afin de contrôler la durée de la période d'attente, l'application des résultats d'examen d'un concours à un autre, l' analyse des résultats d'examen et pour recueillir des données à des fins de recherches. *Normes de conservation et de destruction :* L'information est conservée indéfiniment parce que les résultats d'examen peuvent être valide indéfiniment. Les résultats d'examen peuvent être divilgués à des fins d'appels. *Enregistrement (SCT) :* 003211 *Numéro de fichier :* RC PPE 807

Opérations ministérielles et les questions relatives au personnel de Revenu Canada
Description : Ce fichier renferme des données qui traitent des enquêtes sur les accusations de fraude, de détournement de fonds, de corruption ou d'abus de conduite visant des employés du Ministère. L'accès au fichier n'est pas perm is sans preuve d'identité ou sans autorisation appropriée. *Catégorie de personnes :* Employés du ministère qui font ou qui ont déjà fait l'objet d'une enquête pour fraude, détournement de fonds, corruption ou d'abus de conduite. *But :* Les renseignements sont consignés afin de pouvoir mener des enquêtes sur les accusations de fraude, de détournement de fonds, de corruption ou d'abus de conduite visant des employés du ministère. *Normes de conservation et de destruction :* Ces dossiers sont conservés pendant cinq ans. *Enregistrement (SCT) :* 002026 *Numéro de fichier :* RC PPE 803

Rapports de formation sur le matériel de traitement de texte
Description : Ce fichier est relié à la formation des employés sur des matériels de traitement de texte et contient des exemples du travail accompli durant la formation, les commentaires de l'instructeur, des copies de la lettre des résultats envoyée au surveillant de l'employé, ainsi qu'un sommaire des commandes. L'accès au fichier n'est pas permis sans preuve d'identité ou autorisation appropriée. *Catégorie de personnes :* Employés du ministère de Revenu Canada. *But :* Le but du fichier est de fournir l'historique de la formation des employés sur le matériel de traitement de texte. *Normes de conservation et de destruction :* Ces dossiers sont conservés pendant cinq ans. *Enregistrement (SCT) :* 002027 *Numéro de fichier :* RC PPE 805

Système de la gestion des activités et coûts ministériels
Description : Les renseignments contenus dans ce fichier sont reliés aux activités hebdomadaires accomplies par chacun des employés ainsi que de l'information sur les données de production de l'employé (en terme de temps et de coût) par activité, organisation/budget opérationel projet/cas, ainsi que des rapports sur la non-conformité et le temps/production non- déclaré. *Catégorie de personnes :* Les personnes identifiées dans ce fichier sont tous les employées de Revenu Canada, ainsi que des individus enbauchés d'un service contractuel d'emploi. *But :* Ce fichier est de maintenir les données

Revenu Canada
Chapitre 88

Fichiers particuliers

Dossiers des rapports de vérification de la classification des employés de Revenu Canada
Description : Ce fichier contient des renseignements concernant toutes les vérifications de classifications complétées. Parmi les données contenues dans ce fichier se trouvent un bilan des entrevues avec les employés dont le poste a fait l'objet d'une vérification, les résultats de la vérification, les mesures correctives recommandées et un résumé de la dernière entrevue avec la direction. L'accès au fichier n'est pas permis sans preuve d'identité ou autorisat ion appropriée. *Catégorie de personnes :* Employés du ministère de Revenu Canada *But :* Ces renseignements servent à fournir un bilan de toutes les vérifications de classification complétées. *Usages compatibles :* Ils servent aussi à fournir à la direction les renseignements requis reliés aux postes qui ont fait l'objet d'une vérification dans les deux années antérieures. *Normes de conservation et de destruction :* Les documents du fichier sont conservés pendant deux ans après l'achèvement de la vérification. Renvoi au dossier # : RC DSG 918 *Enregistrement (SCT) :* 002025 *Numéro de fichier :* RC PPE 802

Dossiers relatifs aux étudiants du Programme de formation des nouveaux inspecteurs des Douanes (P.F.N.I.D.)
Description : Le fichier comprend les renseignements personnels préparés par l'étudiant, une copie de tous les examens complétés par celui-ci de même que ses résultats. Le dossier peut contenir à l'occasion des notes manuscrites sur le rendement et le comportement de l'étudiant lors de son séjour au Collège. Le titre et les dates du cours doivent être mentionnes aux fins de consultation du dossier. *Catégorie de personnes :* Employé(e)s de Douanes et Accise qui participent ou ont participé(e)s au Programme de formation des nouveaux inspecteurs des Douanes. *But :* Ce fichier a pour but de tenir à jour l'évolution des étudiants sur ce Programme basé sur le principe de réussite ou échec et sert de référence pour évaluer le rendement des étudiants et faciliter la planification des carr ières ainsi que les affectations futures. *Normes de conservation et de destruction :* Deux ans suivant la fin de la période de formation. *No. APC :* 86-001 *Enregistrement (SCT) :* 000002 *Numéro de fichier :* RC PPE 801

Enquêtes internes
Description : Le fichier contient des rapports d'enquête, la correspondance entre les fonctionnaires du Ministère concernant la confirmation ou la réfutation d'allégations relativement aux employés. *Catégorie de personnes :* Employés actuels ou anciens de Revenu Canada et des membres du public qui y sont associés. *But :* Ce fichier a pour but d'inscrire au registre tous les renseignements concernant la malversation alléguée ou soupçonnée d'un employé et d'autres personnes du public qui y sont associées, en ce qui a trait à toute violation de la législation de Revenu Canada, ou d'autres lois, qui pourrait être nuisible aux intérêts du Ministère. Les renseignements sont utilisés pour déterminer les mesures à prendre, y compris le recouvrement des pertes subies par la Couronne, les mesures disciplinaires contre la personne impliquée ou les poursuites à entreprendre, ainsi que pour appliquer la Loi sur l'administration financière, le Règlement sur le compte de garantie des fonctionnaires et le Règlement sur les conditions d'emploi dans la Fonction publique. *Usages compatibles :* Les renseignements que contient ce fichier peuvent être divulgués à la Gendarmerie Royale du Canada, aux organismes d'enquête et d'exécution de la loi prévus par d'autres lois applicables et au Ministère de la Justice. *Normes de conservation et de destruction :* Les dossiers sont conservés pendant cinq ans après la fermeture du dossier. *No. APC :* 86-001 *Enregistrement (SCT) :* 000004 *Numéro de fichier :* RC PPE 813

Exclusions des préposés à la gestion et à des fonctions confidentielles
Description : Ce fichier contient des renseignements sur les critères d'exclusion de poste, le numéro et le titre du poste, l'endroit où se trouve l'organisation, l'unité de négociation, la date d'entrée en vigueur du statut d'exclusion du poste, le nom de l'employé, le numéro d'identification personnel de l'employé, le niveau et le groupe de l'employé, la date d'entrée en vigueur de la cessation des cotisations syndicales. L'information relative à la cessation des cotisations syndicales est jointe au dossier personnel de l'employé. *Catégorie de personnes :* Employés de Revenu Canada qui occupent ou qui ont occupé un poste exclu de gestion ou de confiance. *But :* Ce fichier a pour but de maintenir une liste complète de tous les postes exclus de gestion ou de confiance au ministère. C'est le seul fichier officiel de ces postes. *Normes de conservation et de destruction :* Les renseignements sont retenus jusqu'à ce que le poste perde son statut d'exclusion. *No. APC :* 86-001 *Enregistrement (SCT) :* 000003 *Numéro de fichier :* RC PPE 812

Fiches de prêt personnel
Description : Ce fichier renferme les fiches tenant compte de la distribution d'articles tels que des porte-documents, serviettes, calculatrices, etc., aux employés du Ministère. Les fiches, révisées en 1986, ne contiennent plus le numéro d'assurance sociale. Les anciennes fiches qui contiennent encore le numéro d'assurance sociale seront purgées du système à mesure que les articles sont retournés et les fiches complétées. *Catégorie de*

et offrent uniquement des services personnels, contre qui on a pratiqué une saisie-arrêt. *But :* ce fichier a pour but de fournir de la documentation afin de permettre au bureau de traitement et avantages d'exécuter les avis d'intention de pratiquer une saisie-arrêt. *Usages compatibles :* les procédures de saisie de traitement exigent que l'information soit divulguée au greffier de la cour provinciale et au huissier du comté où les procédures ont débutées. En plus, l'information doit être divulguée au Ministère de la Justice en sa capacité d'agent désigné de la Couronne. À Ressources naturelles Canada, un dossier complet est détenu par le conseiller en rémunération et avantages sociaux tandis qu' une copie de tous les renseignements financiers nécessaires est détenue par le Bureau des services financiers. *Normes de conservation et de destruction :* les dossiers sont détruits six années financières après le dernier paiement de la saisie-arrêt ou après la dernière consultation à des fins administratives. *Communiquer avec :* Chef, Rémunération et avantages sociaux, SSI-DRH. Renvoi au dossier # : RNCan SSI 765 *Enregistrement (SCT) :* 002313 *Numéro de fichier :* RNCan PPE 803

Système de gestion de CANMET.
Description : nom, numéro d'employé(e), code d'identification de dossier personnel, emplacement du bureau, numéro de téléphone, nom des directions du Secteur pour lesquelles l'employé(e) a travaillé précédemment, participation à des conférences et voyages à l'étranger de l'employé(e) et biens dont il ou elle a la garde. *Catégorie de personnes :* employés du Secteur des minéraux et métaux. *But :* Enregistrer les biens comme les ordinateurs et l'équipement dont les employés ont la garde. *Usages compatibles :* fournir à la direction du Secteur des rapports pour identifier sans difficulté l'emplacement des biens du Secteur. L'accès à la base de données sera restreint par l'utilisation de mots de passe. *Normes de conservation et de destruction :* deux ans après la dernière utilisation à des fins administratives. *Communiquer avec :* Directrice, Informatique, Direction de la politique, de la planification et des services, STME. Renvoi au dossier # : RNCan DEX 007 *Enregistrement (SCT) :* 003370 *Numéro de fichier :* RNCan PPE 807

Système du Ministère pour la gestion des installations assistée par ordinateur.
Description : information relative aux locaux occupés par les employés, y compris le nom, le CIDP, la situation, le centre de responsabilité, le niveau, le titre du poste, l'immeuble, le numéro de pièce, le numéro de téléphone. *Catégorie de personnes :* employés du Ministère. *But :* les données sont utilisées pour gérer le logement et établir des prévisions sur l'utilisation des locaux par catégorie d'employé. *Usages compatibles :* toutes les données sur les employés seront obtenues par le téléchargement des données de l'annuaire téléphonique du Ministère ou du système financier du Ministère. *Normes de conservation et de destruction :* les normes de conservation et de destruction doivent être approuvées par les Archives nationales du Canada. *Communiquer avec :* Directeur, Planification stratégique, SSI-DGBSA. Renvoi au dossier # : RNCan SSI 790 *Enregistrement (SCT) :* 003332 *Numéro de fichier :* RNCan PPE 813.

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Primes d'encouragement

Programme d'équité en matière d'emploi

Sécurité et santé au travail

Stationnement

Vérification de la fiabilité

Voyages et réinstallations

du loyer et les dates d'affectation et de reprise du logement. *Catégorie de personnes :* employés du Ministère. *But :* les données dans ce fichier servent à administrer la location de ces logements et à récupérer les montants des loyers. *Usages compatibles :* relié au ministère des Travaux publics, fichier n° TPC PPU 020. *Normes de conservation et de destruction :* les dossiers individuels sont conservés pendant deux ans après que les occupants ont quitté les lieux. *Communiquer avec :* Gestionnaire, Services ministériels, SSI-DGBSA. *No. APC :* 86-001 Renvoi au dossier # : RNCan SSI 730 *Enregistrement (SCT) :* 000408 *Numéro de fichier :* RNCan PPE 802

Module de prévisions salariales
Description : cette banque contient les données relatives au traitement et à l'utilisation des années-personnes par individu. Elle recèle également des renseignements sur la période d'emploi, le numéro du poste, le niveau de groupe et la situation de l'employé. Le code d'identification de dossier personnel (CDIP) est utilisé à des fins administratives. *Catégorie de personnes :* ces données touchent les employés du Ministère. *But :* cette banque de données sert à prévoir les besoins du Ministère en matière de traitement et à enregistrer l'utilisation faite des années-personnes. Il s'agit en fait d'un outil d'information à l'intention des gestionnaires du Ministère. Les données de cette banque ne sont pas utilisées à des fins administratives dans le contexte de la Loi sur la protection des renseignements personnels. *Usages compatibles :* ces registres servent d'appui aux activités de planification et de budgétisation. Les renseignements qu'ils contiennent ne sont pas transmis à des personnes de l'extérieur. *Normes de conservation et de destruction :* les registres sont conservés pendant six ans. *Communiquer avec :* Directrice adjointe, Systèmes financiers et formation, SSI-DGF. Renvoi au dossier # : RNCan SSI 720 *Enregistrement (SCT) :* 003119 *Numéro de fichier :* RNCan PPE 805

Passeports et Visas
Description : ce fichier est alimenté par le Bureau des passeports, Services ministériels, et est utilisé pour administrer les demandes de passeports et de visas au Ministère. Il contient la demande de passeport, la date de naissance, le sexe, l'état civil et autres renseignements personnels y compris les numéros de passeports spéciaux, les numéros de visas, le compte rendu des visites officielles qui ont eu lieu, etc. Les dossiers contenant des copies sont détenus par les organisations du Ministère d'où proviennent les demandes. *Catégorie de personnes :* employés du Ministère, personnel exempté et certains consultants travaillant pour le Ministère qui ont besoin de passeports spéciaux ou diplomatiques ou de visas. *But :* l' information est utilisée pour traiter les demandes de passeports et de visas pour le compte des employés, du personnel exempté, des délégations voyageant dans des pays étrangers et de certains consultants se rendant à l'étranger pour le compte du Ministère. *Usages compatibles :* l' information peut être divulguée au ministère des Affaires étrangères et du Commerce international et aux ambassades en vue de l'organisation de délégations qui se rendent dans des pays étrangers. *Normes de conservation et de destruction :* les dossiers sont conservés pendant cinq ans jusqu'à ce que le passeport expire, puis ils sont détruits. *Communiquer avec :* Chef — Revenues et comptes à recevoir — SSI/DGF *Enregistrement (SCT) :* 003670 *Numéro de fichier :* RNCan PPE 816

Programme d'affectations
Description : cette banque contient de l'information personnelle sur les employés inscrits au Programme, sur les affectations offertes, et sur le rendement des employés lors de leur affectation. *Catégorie de personnes :* ces données touchent les employés et anciens employés de la Fonction publique qui se sont inscrits au Programme. *But :* cette banque de données sert à rassembler et conserver les dossiers d'inscription au Programme et les assortir aux demandes des gestionnaires pour combler leurs postes au moyen du Programme. *Usages compatibles :* ces registres servent à assortir les offres d'affectations des gestionnaires aux demandes d'affectations des employés. *Normes de conservation et de destruction :* Les dossiers sont détruits trois ans après la fin de l'affectation. *Communiquer avec :* Chef, Services de consultation de carrière, SSI-DRH. Renvoi au dossier # : RNCan SSI 790 *Enregistrement (SCT) :* 003309 *Numéro de fichier :* RNCan PPE 811

Réaménagement des effectifs
Description : cette banque contient de l'information personnelle sur les employés ayant droit à une priorité de dotation et sur les résultats de leur présentation à des gestionnaires et/ou conseillers en dotation. *Catégorie de personnes :* ces données touchent les employés et anciens employés du Ministère qui ont eu droit à une priorité de dotation. *But :* cette banque de données sert à fournir de l'information aux conseillers en dotation et aux gestionnaires pour faciliter le placement des employés bénéficiant d'une priorité de dotation. *Usages compatibles :* ces registres servent à faciliter le placement des employés. *Normes de conservation et de destruction :* les registres sont détruits deux ans après le placement de l'employé. *Communiquer avec :* Chef, Réaménagement des effectifs, SSI-DRH. Renvoi au dossier # : RNCan SSI 765 *Enregistrement (SCT) :* 003310 *Numéro de fichier :* RNCan PPE 812

Saisie de traitement et d'autres formes de rémunération
Description : ce fichier contient de l'information qui concerne la saisie de traitement et d'autres formes de rémunération, conformément à la Loi sur la saisie- arrêt et la distraction de pensions. Il comprend les avis d'intention de pratiquer une saisie-arrêt, les brefs de saisie-arrêt et d'autres documents connexes. *Catégorie de personnes :* les employés du Ministère et les entrepreneurs engagés par le Ministère qui travaillent pour leurs propres comptes

au dossier # : RNCan SSI 770 *Enregistrement (SCT) :* 003344 *Numéro de fichier :* RNCan PPE 806

Base de données permanentes sur les employés du Ministère.
Description : cette base de données permanentes contient les noms des employés du Ministère, leurs Code d'identification de dossier personnel (CIDP), titres, et adresses et numéros de téléphone au bureau et à la maison. Les données sont entrées par les employés de Rénumération et avantages, Direction générale des services en ressources humaines, au moyen de sources existantes comme les renseignements fournis par les employés au cours des mesures de dotation. *Catégorie de personnes :* employés du Ministère *But :* La base de données permanentes contient des renseignements de base utilisés pour une diversité de fins administratives. Ce système de données est principalement utilisé par la Direction générale des services en ressources humaines pour les mesures visant à radier de l'effectif (RDE) et à porter à l'effectif (PAE), et pour vérifier les adresses afin de poster les feuillets T4 pour l'impôt sur le revenu. Le CIDP contenu dans la base de données n'est ni affiché ni imprimé ni diffusé pour l'utilisation par des personnes autres que les employés autorisés de la Direction générale des services en ressources humaines. *Usages compatibles :* le système est également utilisé pour répondre aux demandes de renseignements provenant du public au sujet du lieu de travail des employés, de leur numéro de téléphone ou de leur durée d'emploi avec le Ministère. Il est utilisé par Télécommunications afin de tenir à jour l'Annuaire du personnel et des services de Ressources naturelles Canada, et par le Bureau des dossiers afin de récupérer des Archives nationales les dossiers des anciens employés lorsque ces derniers sont portés de nouveau à l'effectif. L' accès au système est strictement contrôlé et protégé par un mot de passe au moyen d'un processus de validation au moment de l'accès par un utilisateur. Seules les personnes qui ont un «besoin de savoir» obtiennent accès au système. *Normes de conservation et de destruction :* les données sont tenues et mises à jour au besoin de façon continue. Une sauvegarde des données est effectuée périodiquement en cas de défaillance du système. Ce système sera ultérieurement remplacé par le «People Soft / Système de gestion des ressources humaines. *Communiquer avec :* Chef, Système de gestion de l'information en ressources humaines, SSI-DRH Renvoi au dossier # : RNCan SSI 765 *Enregistrement (SCT) :* 003647 *Numéro de fichier :* RNCan PPE 815

Demandes d'examen médical des employés
Description : cette banque contient les demandes d'examen médical, la correspondance reliée aux problèmes médicaux de l'employé, les évaluations médicales relativement à la capacité de l'employé de travailler ou aux restrictions devant s'appliquer. *Catégorie de personnes :* ces données touchent les employés et anciens employés de la Fonction publique de qui une évaluation médicale a été exigée. *But :* Cette banque de données sert à rassembler et conserver les dossiers de demandes d'examen médicaux relativement à la capacité des employés de travailler. *Usages compatibles :* ces registres servent à évaluer la capacité de l'employé d'exécuter ses fonctions; évaluer l'à-propos d'accorder certains congés ou bénéfices; vérifier l'état de santé des employés soumis, dans le cadre de leur travail, à certains risques reliés à leur santé. *Normes de conservation et de destruction :* Les registres sont détruits deux ans après la dernière utilisation administrative. *Communiquer avec :* Directeur, Division des relations employeur / employé, SSI-DRH. Renvoi au dossier # : RNCan SSI 765 *Enregistrement (SCT) :* 003308 *Numéro de fichier :* RNCan PPE 810

Fichier maître des détenteurs de cartes de crédit du Ministère
Description : cette base de données électronique renferme, dans le Fichier maître des détenteurs de cartes de crédit du Ministère, des renseignements se rapportant aux employés du Ministère qui ont la garde de cartes de crédit commerciales, p. ex. Mastercard, American Express, etc. Les renseignements concernant les employés du Ministère sont recueillis d'après le numéro de compte de la carte de crédit, le nom du détenteur de la carte et le code d'identification de dossier personnel (CDIP). Le détenteur de carte de crédit enregistre les achats qu'il effectue pour le Ministère dans le Système financier du gouvernement (SFG). Le numéro de compte de la carte de crédit ne peut être utilisé pour entrer des achats puisque cela permettrait l'utilisation non autorisée de la carte ou des comptes. Le nom du détenteur de carte ne peut être utilisé par lui-même en raison de la possibilité de noms en double, qui pourrait mener à l'imputation de dépenses au mauvais numéro de compte. Par conséquent, le système utilise le CIDP, de concert avec le nom de l'employé, afin de vérifier et d'assurer que l'utilisateur accède et impute des dépenses au bon numéro de compte financier. Le CIDP n'est pas affiché, imprimé ou diffusé pour d'autres raisons. *Catégorie de personnes :* employés du ministère. *But :* assurer que les achats effectués par les employés du Ministère sont imputés au bon numéro de compte de carte de crédit. *Usages compatibles :* en cas de fraude, certains renseignements pourraient être demandés par les autorités chargées des enquêtes et divulgués à ces dernières. *Normes de conservation et de destruction :* les dossiers sont conservés pour un délai de six années financières et seront ensuite éliminés par le système. *Communiquer avec :* Directrice adjointe, Systèmes financiers et formation, SSI-DGF *Enregistrement (SCT) :* SCT 003657 *Numéro de fichier :* RNCan PPE 817

Logements de la Couronne
Description : ce fichier contient de l'information relative aux employés qui occupent des logements appartenant à la Couronne dans les régions du Nord éloignées des grands centres. Il comprend les noms, l'occupation, la situation familiale, le nombre d'enfants et la classification et le salaire de l'employé. Il donne également le montant

reçoivent une première considération pour un rédéploiement. L'information de ce fichier peut aussi être utilisée à d'autres fins administratives connexes. *Normes de conservation et de destruction :* à déterminer *Enregistrement (SCT) :* 003625 *Numéro de fichier :* MPO PPE 802

Responsables de port
Description : ce fichier contient des renseignements sur les responsables de port désignés par le ministre. Chaque responsable de port a un dossier contenant des renseignements tels que le nom, l'adresse, le numéro de téléphone, le numéro d'identification et le numéro d'insigne. Il contient des renseignements tels que la date de nomination (et d'annulation) et la rémunération pour services rendus. Remarque : sauf pour 39 années-personnes dans la région du Pacifique, les autres reçoivent une rémunération basée sur le pourcentage des revenus accumulés au port et l'importance des tâches connexes. Les renseignements de ce fichier se rapportent aux responsables de port qui peuvent être désignés par le ministre, en vertu de la Loi sur les ports de pêche et de plaisance. Ce fichier a pour but de conserver de l'information actuelle et historique pour des fins administratives. Les responsables de port sont aussi désignés comme agents d'application de la Loi. Ils assurent la gestion, s'occupent des revenus, et voient à l'application de la Loi et des règlements. Les renseignements contenus dans ce fichier servent à des vérifications et à l'occasion à poursuivre en justice des clients qui ont enfreint les directives ou n'ont pas payé le droit d'amarrage ou d'autres services. Les normes de conservation et de destruction des dossiers restent à être déterminées par le service de gestion des documents du ministère et les Archives nationales du Canada. *Catégorie de personnes :* responsable de port *But :* conserver de l'information actuelle et historique pour des fins administratives. Les responsables de port sont aussi désignés comme agents d'application de la Loi. Ils assurent la gestion, s'occupent des revenus, et voient à l'application de la Loi et des règlements. *Usages compatibles :* Les renseignements contenus dans ce fichier servent à des vérifications et à l'occasion à poursuivre en justice des clients qui ont enfreint les directives ou n'ont pas payée le droit d'amarrage ou d'autres services. *Normes de conservation et de destruction :* les normes de conservation et de destruction des dossiers restent à être déterminées par le service de gestion des documents du ministère et les Archives nationales du Canada. *No. APC :* 85-001 *Enregistrement (SCT) :* 000640 *Numéro de fichier :* MPO PPE 801

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Griefs

Langues officielles

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Ressources naturelles Canada

Chapitre 87

Fichiers particuliers

Annuaire du personnel et des services.
Description : le fichier renferme des données sur l'organisation et le personnel du Ministère. Il comprend le nom des employés, leur Code d'identification de dossier personnel, l'emplacement de leur bureau, leur numéro de téléphone, l'organisation pour laquelle ils travaillent et les services qu'ils offrent. *Catégorie de personnes :* employés du Ministère. *But :* l'information sert à produire la copie papier de l'annuaire; dans l'avenir, on offrira aussi un service de consultation en ligne. Le Code d'identification de dossier personnel (CIDP) ne sera divulgué ni dans la version imprimée de l'annuaire, ni dans le service en ligne. La base de données servira en outre à stocker l'information de base requise pour d'autres systèmes d'administration internes. *Usages compatibles :* les données de base requises pour d'autres systèmes d'administration (p. ex. en ce qui touche le stationnement) seront versées dans le fichier de renseignements personnels de façon à éliminer les entrées en double. Des mots de passe et d'autres mesures de sécurité restreindront l'accès aux diverses base de données administratives. *Normes de conservation et de destruction :* deux ans après la dernière utilisation administrative. *Communiquer avec :* Chef, Services des télécommunications, SSI-DGI. Renvoi

Évaluation et examen du rendement de l'employé
Description : ce fichier contient des renseignements sur le niveau de rendement de chacun des employés en ce qui a trait aux habiletés, aptitudes et réalisations. Le fichier contient des copies des rapports d'évaluation annuels, lesquels comprennent les évaluations de l'employé, des résumés d'examen de rendement, des aptitudes, des caractéristiques et des objectifs de travail, de formation et de perfectionnement. *Catégorie de personnes :* tous les employés du groupe de la direction EX ainsi que les employés couverts par le régime de rémunération au mérite et le régime de rémunération fondé sur le rendement (à l'exception des PE). *But :* étant donné que les employés sont assujettis par les régimes de rémunération au mérite et de rémunération fondé sur le rendement, les évaluations du rendement doivent être retenues, car elles sont un élément important dans la détermination des taux annuels de rémunération. Il faut respecter le contingent établi pour la cote de rendement et des données statistiques doivent être produites. Il faut donc que les évaluations du rendement soient facilement accessibles. *Usages compatibles :* déterminer le salaire annuel; déterminer les besoins en matière de formation et de perfectionnement. *Normes de conservation et de destruction :* les dossiers sont détruits lorsque les employés terminent leur emploi avec le ministère. *No. APC :* 85-001 *Enregistrement (SCT) :* 000635 *Numéro de fichier :* MPO PPE 807

Formation et perfectionnement
Description : ce fichier contient des données personnelles et notamment des demandes de formation; le code d'identification personnelle (CIP); un registre de paiements des coûts et la correspondance reliée à la participation d'employés à des activités de formation, offerts par des organismes gouvernementaux et à l'extérieur; un registre de la formation que le ministère donne sous forme de cours maison (données sur les employés qui ont assisté au cours ainsi que leur CIP); l'information requise pour la production de rapports aux organismes centraux, notamment les formules (coût de formation et rapports des ressources humaines en formation) détaillant les ressources (financières et humaines) utilisées en ce qui a trait à la formation; un registre individuel sur les employés qui sont en congé d'étude prolongé, CAP et le programme de stagiaire en gestion, dont les curriculum vitae, les examens du rendement, les accords de retour pour service rendu, et les formules portant l'approbation de la direction; des formules d'autorisation d'activités de formation; des participants au programme CAP; des participants aux programmes d'échange, des participants au programme des congés d'études; des participants aux congés de perfectionnement. *Catégorie de personnes :* les employés du ministère des Pêches et des Océans et les autres fonctionnaires qui ont assisté ou qui ont travaillé en tant qu'instructeurs à des cours donnés par le ministère des Pêches et des Océans. *But :* ce fichier sert à fournir la documentation pour l'administration de programmes sur la formation et le perfectionnement des employés du ministère des Pêches et des Océans; servir le point de contact avec les organismes centraux pour le système de données sur la formation et pour les programmes de perfectionnement; préparer des dossiers soumis à l'approbation du comité des ressources humaines. *Usages compatibles :* enregistrer les employés à des cours; tenir un registre des cours suivis; faciliter le suivi concernant le paiement; fournir au Conseil du Trésor toute information reliée aux activités de formation; fournir au service de gestion toute information concernant la formation suivie par un employé et les activités du programme de formation. *Normes de conservation et de destruction :* les formules sont conservées jusqu'à la fin de l'année et par la suite, elles sont envoyées au registre. *No. APC :* 85-001 *Enregistrement (SCT) :* 000630 *Numéro de fichier :* MPO PPE 806

Présences et congés
Description : ce fichier contient tous les renseignements concernant les demandes de congé et les rapports de présence approuvés et des notes sur les certificats de médecin qui justifient les absences. *Catégorie de personnes :* les renseignements touchent les employés du ministère. *But :* ce fichier sert à obtenir des renseignements pour l'administration des congés et des présences des employés. *Usages compatibles :* vérification des absences en rapport aux congés disponibles; des salaires versés par rapport aux relevés de présence; enregistrement des congés sur les formules de rapport annuel des congés; évaluation de l'utilisation des congés et les taux d'absentéisme. *Normes de conservation et de destruction :* le fichier est détruit un an après la fin de l'année financière. *No. APC :* 85-001 *Enregistrement (SCT) :* 000628 *Numéro de fichier :* MPO PPE 805

Régime national de liaison et d'autorisation en matière de priorités
Description : ce fichier contient des renseignements concernant la dotation et le redéploiement des priorités au sein du ministère, ainsi que des renseignements reliés aux candidats et aux postes pour lesquels ils sont considérés. Les renseignements de ce fichier se rapportent à tous les employés du ministère déclarés excédentaires. Quand un poste doit être comblé au ministère, ce répertoire est vérifié afin d'assurer que les personnes prioritaires reçoivent une première considération pour un redéploiement. L'information de ce fichier peut aussi être utilisée à d'autres fins administratives connexes. Les renseignements contenus dans ce fichier servent aux rapports statistiques soumis aux agences centrales (Commission de la Fonction publique et Secrétariat du Conseil du Trésor) et aux agents de négociations. Les normes de conservation et de destruction de ces documents restent à déterminer. *Catégorie de personnes :* ce fichier contient des renseignements concernant la dotation et le redéploiement des priorités au sein du ministère, ainsi que des renseignements reliéx aux candidats et aux postes pour lesquels ils sont considérés. *But :* ce repertoire est vérifié afin s'assure que les personnes prioritaires

Réaménagement des effectifs
Description : Ce fichier contient des renseignements personnels sur les individus soumis au réaménagement des effectifs. Ces renseignements consistent en questionnaires, rapports d'entrevues, rapport d'évaluation d'individus et/ou de situations, de correspondance pertinente, de curriculum vitae, etc. *Catégorie de personnes :* Employés indéterminés du ministère. *But :* Ce fichier sert à emmagasiner des renseignements devant faciliter l'évaluation des candidats en fonction du redéploiement des personnes prioritaires du ministère. *Usages compatibles :* Les renseignements contenus dans le fichier servent à nourrir un système manuel ou automatisé d'information nécessaire pour la gestion des priorités ministérielles. Certains renseignements sont fournis aux agences centrales. *Normes de conservation et de destruction :* À définir. *Enregistrement (SCT) :* 003383 *Numéro de fichier :* PC PPE 806

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Pêches et Océans Canada

Chapitre 86

Fichiers particuliers

Dossiers de dotation (II)
Description : ce fichier contient de la documentation générale se rattachant à des postes particuliers et de la documentation spécifique se rattachant au rendement de l'employé à la suite d'un concours. Il contient la documentation suivante : formulaire de demande, curriculum vitae, appréciation, évaluation, consentement à devenir bilingue, conflit d'intérêts, formulaire de consentement à un rapport d'évaluation, liste d'admissibilité. *Catégorie de personnes :* candidats à un concours ou personnes considérées pour un poste. *But :* ce fichier sert à l'évaluation des candidats pour les postes à remplir. *Usages compatibles :* les renseignements sont utilisées pendant le processus de concours et de nominations à partir de la liste d'admissibilité une fois qu'elle est établie. Ils servent aussi parfois à l'occasion d'une audience d'appel ou pendant une enquête. *Normes de conservation et de destruction :* les dossiers sont conservés pendant trois ans dans le ministère. *No. APC :* 85-001 *Enregistrement (SCT) :* 001742 *Numéro de fichier :* MPO PPE 804

Dotation et transition d'emploi — Groupe de la Direction (I)
Description : ce fichier contient des renseignements concernant la dotation et la décroissance des postes du groupe de la direction au ministère. Il contient des renseignements sur le poste à doter, les candidats et le candidat élu ainsi que le départ des employés du groupe de la direction. De plus, il renferme la documentation générale se rattachant à des postes particuliers jusqu'au niveau EX-5 et la documentation spécifique se rattachant au rendement de l'employé à la suite d'un concours. *Catégorie de personnes :* les employés aux niveaux EX; personnes de groupes de relève se portant candidats à un concours ou considérées pour un poste. *But :* ce fichier a pour but d'établir un dossier des candidats pour les postes aux fins de référence et de vérification, lorsqu'un poste est doté ou abolit dans la Fonction publique. *Usages compatibles :* renseignements utilisés pendant le processus de concours. *Normes de conservation et de destruction :* on conserve les dossiers pour une période de trois ans. *No. APC :* 85-001 *Enregistrement (SCT) :* 000627 *Numéro de fichier :* MPO PPE 803

Patrimoine canadien
Chapitre 85

Fichiers particuliers

Comptes fournisseurs/Comptes des employés
Description : Ce fichier renferme les autorisations, les avances, les factures des fournisseurs, les préparatifs de voyage, les itinéraires et la correspondance concernant les déplacements, les réinstallations ou les affectations à l'étranger des employés, les rapports de dépenses, les reçus, de la correspondance et d'autres pièces justificatives visant le remboursement de dépenses et de frais, le règlement des réclamations, d'autres paiements et les demandes de chèque. Des documents sur les opérations se trouvent aussi dans le fichier automatisé Comptes fournisseurs. Les personnes qui désirent avoir accès à ce fichier doivent préciser s'ils sont des employés, des entrepreneurs ou des réclamants et fournir des détails sur les paiements (endroit, nature et dates). *Catégorie de personnes :* Les employés de l'institution qui réclament des frais de déplacement et de logement, des frais de réinstallation, des frais d'inscription à des cours, d'indemnité de poste isolé et des cotisations à des associations, des primes et des montants à titre gracieux et d'autres frais divers qui sont accordés aux employés; les fournisseurs de biens et de services et les personnes sous contrat au Ministère. *But :* Ce fichier porte sur le paiement, par le service des comptes fournisseurs et des comptes des employés, des dépenses qui ne relèvent pas de la liste de paie, conformément aux autorisations reçues. *Usages compatibles :* Les dossiers servent à justifier le paiement des factures des fournisseurs, des dépenses, frais et réclamations et autres déboursés susmentionnés et à émettre les chèques nécessaires, à des fins de planification, de budgétisation et de vérification ainsi qu'à fournir, sur demande, au Secrétariat du Conseil du Trésor, les rapports concernant les voyages internationaux, les vols en première classe et en classe d'affaires, les frais reliés à la garde des enfants, voyages prolongés et les réinstallations à court terme et l'utilisation de véhicule particuliers. Des renseignements sommaires sont fournis à Approvisionnements et Services Canada à des fins de l'émission des chèques. *Normes de conservation et de destruction :* Les documents sont conservés pendant une période de six ans après l'exercice au cours duquel il y a eu règlement des frais. *No. APC :* 86-001 Renvoi au dossier # : CH AOR 095 *Enregistrement (SCT) :* 002162 *Numéro de fichier :* PC PPE 804

Dossiers sur les enquêtes des services de sécurité
Description : Ce fichier contient des renseignements personnels sur les individus impliqués dans des incidents criminels ou divers, ou qui sont coupables d'infractions à la sécurité, et sur lesquels les Services de sécurité ont fait enquête. Le fichier est constitué de rapports d'enquêtes et de fréquence, de déclarations écrites, de pièces documentaires et d'autres pièces de correspondance. Les personnes sont identifiées par la date de naissance, le nom et les initiales. Le rapport dans lequel les personnes sont nommées est identifié par le numéro de référence du dossier, le type d'incident ou d'infraction et la date où il s'est produit. Les renseignements contenus dans ce fichier sont sur support papier ou informatique. *Catégorie de personnes :* Employés du Ministère et entrepreneurs traitant avec le Ministère. *But :* Ce fichier a pour objet la tenue de renseignements sur les infractions à la sécurité visant à évaluer les tendances en matière d'activités criminelles, la sensibilisation face à la sécurité et l'application des mesures à cet égard ainsi qu'à déterminer la nécessité et la nature des mesures disciplinaires le cas échéant. *Usages compatibles :* Les autorités du Ministère utilisent ces renseignements pour appuyer les décisions en matière de mesures disciplinaires, d'évaluation de sécurité et de fiabilité, d'action criminelle, d'enquête, de lutte contre le crime ainsi qu'à des fins de planification, d'évaluation et de statistiques. *Normes de conservation et de destruction :* Les renseignements contenus dans ce fichier sont conservés pendant deux ans suivant le départ de l'employé, et pendant cinq ans pour les personnes qui ne sont pas des employés du Ministère. Ils sont ensuite détruits. Renvoi au dossier # : CH AOR 095 *Enregistrement (SCT) :* 002165 *Numéro de fichier :* PC PPE 803

Gestion de carrière
Description : Ce fichier contient des renseignements personnels sur les employés, notamment sur leur profil de carrière, leur curriculum vitae, leur évaluation de rendement ainsi que toute documentation reliée à leur plan de carrière, formation, leur affectation ou nomination. Tous ces renseignements ont été recueillis en fonction d'un questionnaire, des entrevues, ou compilés à partir de leurs dossiers ou des systèmes de données automatisés. *Catégorie de personnes :* Employés du Ministère. *But :* Ce fichier a pour but d'emmagasiner les renseignements nécessaires à l'administration du programme de gestion de carrière. Il vise à assurer la rentabilisation des ressources humaines et à accroître la productivité et la satisfaction des employés au travail. *Usages compatibles :* Les renseignements recueillis sont utilisés afin d'apporter de l'objectivité dans la sélection des employés participants au programme de gestion de carrière. Les renseignements servent aussi à déterminer l'agencement entre le profil des employés et le profil de l'environnement des postes. *Normes de conservation et de destruction :* Les dossiers sont détruits deux ans après que l'employé ait quitté le Ministère. Dans les cas où l'employé demeure au Ministère, le fichier est conservé. *No. APC :* 86-001 *Enregistrement (SCT) :* 002074 *Numéro de fichier :* PC PPE 801

Formation et perfectionnement
Garderie en milieu de travail
Griefs
Harcèlement
Langues officielles
Mesures disciplinaires
Présences et congés
Primes d'encouragement
Programme d'équité en matière d'emploi
Rémunération et avantages
Sécurité et santé au travail
Stationnement
Vérification de la fiabilité
Voyages et réinstallations

Office national de l'énergie

Chapitre 83

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés
Autorisations sécuritaires
Cartes d'identification et laissez-passer
Code régissant les conflits d'intérêts et l'après-mandat
Dossier personnel d'un employé
Dotation
Évaluation du rendement
Formation et perfectionnement
Griefs
Langues officielles
Mesures disciplinaires
Présences et congés
Primes d'encouragement
Programme d'équité en matière d'emploi
Rémunération et avantages
Sécurité et santé au travail
Stationnement
Voyages et réinstallations

Office national du film du Canada

Chapitre 84

Fichiers particuliers

Dossiers médicaux
Description : Employés de l'Office national du film Canada. Ce fichier contient des fiches médicales, des rapports d'examen spéciaux, observations et diagnostiques sur les personnes qui ont été ou qui sont actuellement à l'emploi de l'Office national du film. Il peut contenir des notes de médecins ou d'infirmières ou des résultats d'examens qui ont été effectués sur le lieu de travail ou à l'extérieur. Il peut aussi y avoir des certificats médicaux avec diagnostic ou nom de maladie et des rensgnements fournis par l'employé ou son médecin. *Catégorie de personnes :* Personnes qui ont été ou qui sont actuellement à l'emploi de l'Office national du film. *But :* Ce fichier a pour but de permettre un suivi médical à l'employé et en matière d'accidents de travail. *Usages compatibles :* Ce fichier est conservé dans le cadre d'un service de santé aux employés-es et n'est en aucun cas utilisé pour vérification d'employabilité. Les informations contenues dans le fichier ne sont transmises à aucun autre organisme ou employeur. *Normes de conservation et de destruction :* Le fichier médical de l'employé est conservé au Service de santé jusqu'à la fin de l'emploi. Il peut être remis à l'employé lors de son départ de l'Office national du film ou sinon il est archivé. *Enregistrement (SCT) :* 003958 *Numéro de fichier :* ONF PPE 005

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Autorisations sécuritaires
Dossier personnel d'un employé
Griefs
Présences et congés
Sécurité et santé au travail
Voyages et réinstallations

Office de commercialisation du poisson d'eau douce
Chapitre 79

Fichiers ordinaires
Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Primes d'encouragement

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Office des eaux des Territoires du Nord-Ouest
Chapitre 80

Note : Les renseignements sur les employés de l'Office des eaux des Territoires du Nord-Ouest sont détenus par le ministère des Affaires Indiennes et du Nord Canada.

Office des eaux du Territoire du Yukon
Chapitre 81

Note : Les renseignements sur les employés de l'Office des eaux du Territoire du Yukon sont détenus par le ministère des Affaires Indiennes et du Nord Canada.

Office des transports du Canada
Chapitre 82

Fichiers ordinaires
Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Dossier personnel d'un employé
Dotation
Évaluation du rendement
Formation et perfectionnement
Griefs
Harcèlement
Langues officielles
Mesures disciplinaires
Présences et congés
Primes d'encouragement
Programme d'équité en matière d'emploi
Rémunération et avantages
Sécurité et santé au travail
Voyages et réinstallations

Office Canada-Nouvelle-Écosse des hydrocarbures extracôtiers

Chapitre 77

Fichiers particuliers

Dossiers personnels des employés
Description : Ce fichier contient des renseignements sur les employés et anciens employés de l'Office. Ces renseignements portent sur l'emploi de ces personnes à l'Office et peuvent comprendre leur âge, leur sexe, leur nationalité, leur adresse à domicile, leur numéro de téléphone, leur scolarité, leurs antécédents professionnels, leurs références, leurs évaluations de rendement, leurs nominations, leurs mutations, leurs promotions et leurs rétrogradations, leurs périodes d'emploi, leurs relevés de présence, d'absence et d'heures supplémentaires, les cours de formation et de perfectionnement qu'elles ont suivis, leur salaire, leur pension, leur assurance (y compris les noms des bénéficiaires de celle-ci), les mesures disciplinaires prises contre elles et tout renseignement de cette nature ayant trait à l'emploi. Le fichier contient les dossiers de tous les employés de l'Office. Ceux des anciens employés sont versés dans un fichier inactif lors de la cessation d'emploi. Les employés actuels et anciens peuvent consulter leur dossier en en faisant la demande au gestionnaire, Administration, Retombées industrielles et Affaires juridiques. *Catégorie de personnes :* Employés actuels et anciens de l'Office. *But :* Fournir un dossier sur l'emploi des membres actuels et des anciens membres du personnel au sein de l'Office. *Usages compatibles :* Ces renseignements peuvent être utilisés aux fins de référence d'emploi ou d'assurance groupe. *Normes de conservation et de destruction :* Les dossiers des employés antérieurs sont versés à un fichier inactif lors de la cessation d'emploi. Ils sont détruits lorsque les intéressés atteignent 70 ans, ou deux ans après leur mort, à la condition que deux ans se soient écoulés depuis la dernière mesure administrative concernant les dossiers en question. *Enregistrement (SCT) :* 003314 *Numéro de fichier :* NEH PPE 805

Office Canada-Terre-Neuve des hydrocarbures extracôtiers

Chapitre 78

Fichiers particuliers

Dossiers personnels des employés
Description : Ce fichier relève de la Section des ressources humaines. Il contient les dossiers sommaires d'emploi du personnel au sein de l'Office, notamment les attestations de nomination, les évaluations de rendement, les relevés de présence, d'absence et d'heures supplémentaires, les lettres de recommandation, les curriculum vitae, des renseignements sur les cours de formation et de perfectionnement suivis, sur les demandes de remboursement des services médicaux et dentaires assurés, et sur la retraite, ainsi que tout autre document relatif au personnel ou à l'organisation. Le fichier contient les dossiers de tous les employés de l'Office. Ceux des anciens employés sont versés dans un fichier inactif lors de la cessation d'emploi. Les employés actuels et anciens peuvent consulter leur dossier en faisant la demande à la Section des ressources humaines. *Catégorie de personnes :* Employés de l'Office. *But :* Ce fichier a pour but de fournir un dossier sommaire d'emploi au sein de l'Office Canada-Terre-Neuve des hydrocarbures extracôtiers pour chaque membre du personnel. *Normes de conservation et de destruction :* Les dossiers des employés antérieurs sont versés à un fichier inactif lors de la cessation d'emploi. Ils sont détruits lorsque l'intéressé atteint 70 ans, ou deux ans après sa mort, à la condition que deux ans se soient écoulés depuis la dernière mesure administrative concernant le dossier en question. *Enregistrement (SCT) :* 002309 *Numéro de fichier :* CTN PPE 801

Formation et perfectionnement
Griefs
Harcèlement
Langues officielles
Mesures disciplinaires
Présences et congés
Primes d'encouragement
Programme d'équité en matière d'emploi
Rémunération et avantages
Sécurité et santé au travail
Stationnement
Voyages et réinstallations

Musée des beaux-arts du Canada
Chapitre 75

Fichiers ordinaires
Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Autorisations sécuritaires
Cartes d'identification et laissez-passer
Code régissant les conflits d'intérêts et l'après-mandat
Dossier personnel d'un employé
Dotation
Évaluation du rendement
Formation et perfectionnement
Griefs
Harcèlement
Langues officielles
Mesures disciplinaires
Présences et congés
Primes d'encouragement
Programme d'équité en matière d'emploi
Rémunération et avantages
Sécurité et santé au travail
Stationnement
Voyages et réinstallations

Musée national des sciences et de la technologie
Chapitre 76

Fichiers particuliers

Vérification de la fiabilité
Description : Ce fichier contient des renseignements qu'ont rassemblés des institutions fédérales lorsqu'elles ont procédé, conformément à la politique du gouvernement du Canada sur la sécurité, à des vérifications de la fiabilité de personnes travaillant ou demandant à travailler dans leurs services en vertu d'une nomination, d'une affectation ou d'un contrat. Le fichier renferme des données sur les études, les qualités professionnelles, les antécédent professionnels, les casiers judiciaires et, les cas échéant, la solvabilité des personnes ainsi que d'autres renseignements personnels. *Catégorie de personnes :* Les personnes travaillant ou demandant à travailler au gouvernement fédéral en vertu d'une nomination, d'une affectation ou d'un contrat. *But :* Confirmer l'identité des gens et déterminer s'ils sont dignes de confiance pour exécuter leurs tâches avec fiabilité et honnêteté. *Usages compatibles :* Étayer les décisions se rapportant à des mutations, à des promotions, à des mesures disciplinaires et à la cessation d'emploi. *Normes de conservation et de destruction :* Les renseignements contenus dans ce fichier sont détruits deux ans après le départ de l'employé qui a fait l'objet de la vérification. *No. APC :* 86-001 *Enregistrement (SCT) :* 002862 *Numéro de fichier :* MST PPE 801

Fichiers ordinaires
Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion
Autorisations sécuritaires
Cartes d'identification et laissez-passer
Code régissant les conflits d'intérêts et l'après-mandat

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Dossier personnel d'un employé

Formation et perfectionnement

Harcèlement

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Musée canadien de la nature

Chapitre 73

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Vérification de la fiabilité

Voyages et réinstallations

Musée canadien des civilisations

Chapitre 74

Fichiers particuliers

Les accidents d'automobile

Description : ce fichier contient des rapports sur les accidents; des réclamations pour les dommages subis; des décisions du tribunal; des règlements de transactions et la correspondance concernant les accidents survenus à des véhicules loués ou appartenant à l'État ainsi qu'à des véhicules privés utilisés à des fins professionnelles. *Catégorie de personnes :* ce fichier se rattache aux personnes à l'emploi de la SMCC. *But :* déterminer à la fois la responsabilité dans les accidents survenus et autoriser les réparations. *Normes de conservation et de destruction :* les dossiers sont conservés pour une période de deux ans après la réclamation et le règlement de la transaction pour chaque cas en particulier, puis ils sont détruits. *No. APC :* 86-001 *Enregistrement (SCT) :* 000380 *Numéro de fichier :* MCI PPE 801

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

connaissance linguistique; les certificats de formation et la correspondance concernant les qualifications de l'employé en matière de langues officielles. Les examens linguistiques, les dossiers concernant la formation et les exemptions sont joints au dossier personnel de l'employé. *Catégorie de personnes :* Employés de la MRC. *But :* Ce fichier a pour but de fournir de la documentation nécessaire à l'administration des politiques en matière de langues officielles relatives aux employés de la Fonction publique et des sociétés d'État. Il vise à justifier et à étayer les décisions touchant les qualifications en matière de langues officielles et les épreuves linguistiques, ainsi qu'à justifier le besoin en formation linguistique et à confirmer les réalisations des employés. *Usages compatibles :* Le fichier sert aussi à étayer et à justifier les décisions concernant chaque employé, en matière de dotation, de mutations et de promotions. Il permet également de vérifier le statut linguistique de l'employé et de vérifier l'administration des programmes relatifs aux langues officielles. *Normes de conservation et de destruction :* Les dossiers sont détruits deux ans après la date de la dernière justification. *Enregistrement (SCT) :* 002267 *Numéro de fichier :* MRO PPE 806

Mesures disciplinaires

Description : Ce fichier contient des avis de mesures disciplinaires et la correspondance échangée au sujet de l'inconduite d'un employé, les témoignages, les opinions juridiques, les enquêtes se rapportant à des cas d'inconduite possible et le rapport d'analyse qui résulte de ces enquêtes. Les avis de mesures disciplinaires peuvent être joints au dossier personnel de l'employé. *Catégorie de personnes :* Employés de la MRC. *But :* Ce fichier contient des renseignements utilisés lors de mesures disciplinaires prises à la MRC. Il sert également à déterminer s'il y a lieu de prendre des mesures disciplinaires et, dans ce cas, à déterminer la nature de ces mesures. *Usages compatibles :* Le fichier sert également à étayer les décisions relatives à la rémunération et aux avantages; aux présences et aux congés; aux mutations; aux rétrogradations et à la fin de l'emploi. *Normes de conservation et de destruction :* En ce qui a trait aux avis relatifs aux mesures disciplinaires, y compris les avis qui ont été joints au dossier personnel de l'employé, le délai de conservation est celui qui est mentionné dans les conventions collectives pertinentes. Lorsqu'il n'y a pas de convention, les dossiers sont conservés pendant une période de deux ans suivant la date à laquelle la mesure disciplinaire a été prise, pourvu qu'aucune autre mesure n'ait été prise depuis. Lorsque les mesures disciplinaires ont été annulées, c'est l'organisme ou le ministère qui doit voir à ce que l'on détruise immédiatement toute la documentation connexe à la mesure en cause. *Enregistrement (SCT) :* 002269 *Numéro de fichier :* MRO PPE 808

Présences et congés

Description : Ce fichier contient des rapports sur les absences et les demandes de congé des individus. Le dossier annuel portant sur les congés et les présences est joint au dossier personnel d'un employé. Certains renseignements r elatifs aux congés et aux présences sont présentés sous forme de modules automatisés enregistrés dans des bases de données sur le personnel (système présence/temps, congés et absences). *Catégorie de personnes :* Employés de la MRC. *But :* Ce fichier a pour but d'étayer l'administration des congés et des présences des employés au sein de la MRC. *Usages compatibles :* Le fichier sert également à consigner les congés autorisés et les jours de présence; à étayer les décisions relatives à la rémunération et aux avantages, notamment en ce qui a trait aux congés et à la fin de l'emploi; et à déterminer quelle est l'utilisation des congés et le taux d'absentéisme. *Normes de conservation et de destruction :* Les dossiers sont détruits deux ans après la fin de l'exercice financier. *Enregistrement (SCT) :* 002266 *Numéro de fichier :* MRO PPE 805

Programme d'équité en matière d'emploi

Description : Ce fichier contient des renseignements personnels sur les employés, notamment sur leurs études; leurs antécédents professionnels et leurs projets de carrière; leur formation et leur perfectionnement; tous ces renseignements ont été recueillis en fonction des questionnaires ou des entrevues, ou compilés à partir de leurs dossiers ou des systèmes de données automatisés. Les répondants doivent indiquer leur sexe, s'ils sont autochtones, s'ils souffrent d'une invalidité physique permanente ou continue ou s'ils font partie d'un groupe minoritaire. *Catégorie de personnes :* Les renseignements dans ce fichier se rapportent aux employés de la MRC. *But :* Ce fichier contient toute la documentation nécessaire à la mise en oeuvre de la politique sur l'équité en matière d'emploi de la Monnaie. C'est grâce à ces renseignements qu'il est possible d'avoir toutes les données au sujet des employés, présentées selon leur sexe et leur groupe cible (femmes, autochtones et personnes souffrant d'un handicap physique ou mental et, dans certains cas, minorités raciales). *Usages compatibles :* Ces renseignements sont utilisés afin de réaliser un profil personnel des employés et decomparer la situation des membres des groupes cibles avec celles des autres groupes au sein des ministères et organismes fédéraux et avec leurs homologues sur le marché du travail. Les renseignements recueillis sont utilisés dans le cadre des programmes d'équité en matière d'emploi du gouvernement, afin de déterminer s'il y a discrimination systémique dans l'embauche, de l'éliminer s'il y a lieu et d'introduire des mesures temporaires spéciales qui permettront aux groupes cibles d'être admis et d'être représentés d'une manière équitable au sein de la Monnaie. Les renseignements peuvent également être utilisés dans le cadre de l'élaboration des politiques ou à des fins de planification en relation avec l'équité en matière d'emploi. *Normes de conservation et de destruction :* Les critères de destruction pour les documents contenus dans ce fichier n'ont pas encore été établis. *Enregistrement (SCT) :* 003361 *Numéro de fichier :* MRO PPE 803

maintenir des données permanentes sur les employés. Ce fichier contient des données sur environ 800 particuliers et peut être consulté à l'aide du numéro ou du nom de l'employé. ***Normes de conservation et de destruction :*** Les renseignements sont conservés pendant deux ans. La date de cessation de l'utilisation de ce fichier est indéterminée. ***Enregistrement (SCT) :*** 003362 ***Numéro de fichier :*** MRO PPE 801

Conflits d'intérêt
Description : Ce fichier contient des divulgations volontaires faites par les employés concernant des situations de conflit d'intérêt, des rapports d'enquête, ainsi que la correspondance concernant les conflits d'intérêt apparents, potentiels et réels entre les fonctions officielles des employés et leurs intérêts privés ou les valeurs immobilières qu'ils possèdent. De plus, le fichier renferme des renseignements relatifs à des situations d'après-mandat qui vont à l'encontre de l'intérêt de la Monnaie ou du public. ***Catégorie de personnes :*** Ces renseignements se rapportent aux employés de la Monnaie. ***But :*** Ce fichier contient des renseignements concernant des situations de conflit d'intérêt apparent, potentiel ou réel pour les employés de la Monnaie. ***Usages compatibles :*** Il sert à consigner les conflits d'intérêt apparents ou potentiels et les questions d'après-mandat ainsi qu'à résoudre les situations réelles de conflit. ***Normes de conservation et de destruction :*** Les dossiers sont détruits deux ans après que la situation reliée à un conflit d'intérêt apparent ou potentiel est réglée ou que l'on a résolu le cas où il y avai t effectivement conflit. ***Enregistrement (SCT) :*** 003360 ***Numéro de fichier :*** MRO PPE 802

Dotation
Description : Ce fichier contient des demandes de dotation; des descriptions de postes; des échelles de salaire; des profils de sélection; des affiches de concours; des demandes de mutation; des listes de mises à pied; des imprimés d'ordinateur relatifs au répertoire des ressources humaines; des demandes d'emploi; des listes de candidats; des documents portant sur des griefs en matière de dotation; des évaluations du jury de sélection, y compris les notes d'év aluation du comité de dotation en personnel, des documents relatifs à des examens et à leurs résultats; des listes d'admissibilité; des offres d'emploi; des avis destinés aux candidats; la correspondance relative à la dotation. Ce fichier rassemble une grande variété de renseignements personnels notamment sur l'âge, le sexe, les niveaux d'études et le numéro d'assurance sociale. (N.B. On peut également trouver des avis relatifs à des décisions de dotation dans le dossier personnel d'un employé). ***Catégorie de personnes :*** Les employés de la Monnaie et les membres du grand public qui présentent une demande de candidature. ***But :*** Ce fichier contient des renseignements qui peuvent être utilisés pour la dotation de postes au sein de la Monnaie. ***Usages compatibles :*** Le fichier sert aussi à la sélection à la dotation et à l'établissement de répertoires de candidats aux fins de consultation ultérieure. Ces renseignements sont également utilisés dans le cadre des procédures de griefs portant sur les nominations et les promotions. Une demande d'accès à ce fichier doit être accompagnée, s'il y a lieu, d'un numéro de concours. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant une période de deux ans suivant la conclusion de l'action de dotation. ***Enregistrement (SCT) :*** 002265 ***Numéro de fichier :*** MRO PPE 804

Évaluation du rendement
Description : Ce fichier contient des évaluations, des rapports et de la correspondance concernant le rendement de l'employé au travail (habiletés, aptitudes, réalisations et intérêts). ***Catégorie de personnes :*** Employés de la MRC. ***But :*** Ce fichier contient des renseignements concernant le niveau de rendement de chacun des employés de la MRC. Il vise à déterminer le rendement de chacun des employés, notamment en ce qui a trait à la nécessité de donner des cours de formation et de perfectionnement, aux approbations de la rémunération au rendement, aux augmentaticns annuelles, au maintien en fonction et au congédiement. ***Usages compatibles :*** Le fichier sert aussi à étayer les décisions ayant trait aux promotions, aux mutations, aux rétrogradations, à l'aide aux employés, aux mesures disciplinaires et à la fin de l'emploi. ***Normes de conservation et de destruction :*** Les dossiers doivent être conservés pendant une période de trois ans pour tous les employés. ***Enregistrement (SCT) :*** 002270 ***Numéro de fichier :*** MRO PPE 809

Griefs
Description : Ce fichier contient les griefs présentés par les employés et par les représentants des unités de négociation; les accusés de réception et les réponses de la direction; les témoignages; les opinions juridiques; les rapports d'enquête et d'analyse; les descriptions de poste nécessaires lors de griefs sur la classification et toute la correspondance échangée au sujet des griefs. ***Catégorie de personnes :*** Employés de la MRC. ***But :*** Ce fichier a pour but de consigner les renseignements utilisés à tous les paliers de règlement des griefs. ***Usages compatibles :*** Les renseignements contenus dans ce fichier sont utilisés exclusivement pour consigner et, le cas échéant, aider à résoudre les griefs à tous les paliers de la procédure. ***Normes de conservation et de destruction :*** Les dossiers sont détruits après une période de trois ans suivant la date de règlement du grief. ***Enregistrement (SCT) :*** 002268 ***Numéro de fichier :*** MRO PPE 807

Langues officielles
Description : Ce fichier contient les inscriptions aux cours et des renseignements relatifs aux présences; des demandes de formation linguistique comprenant des données personnelles de base utilisées à des fins d'identification, comme la principale langue officielle de l'employé, sa date de naissance et son numéro d'assurance sociale; les résultats des examens de

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Primes d'encouragement

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Vérification de la fiabilité

Voyages et réinstallations

Ministère des Finances Canada

Chapitre 71

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Vérification de la fiabilité

Voyages et réinstallations

Monnaie royale canadienne

Chapitre 72

Fichiers particuliers

Compte rendu du temps de la main-d'oeuvre — fichier principal informatisé des employés
Description : Les renseignements contenus dans ce fichier comprennent le numéro de l'employé, son nom, son numéro d'assurance sociale, le titre du poste, la date de naissance, la date du début de l'emploi, la date de cessation de l'emploi, le lieu de travail, la langue parlée ainsi que les jours travaillés accumulés, les jours de vacances et les congés de maladie. *Catégorie de personnes :* Employés de la MRC. *But :* Ce fichier a pour but de mettre à jour les coûts de la main-d'oeuvre applicables à l'établissement du prix de revient des produits et aux renseignements sur le personnel qui s'y rattachent, en plus d'en faire le compte rendu. *Usages compatibles :* Ces renseignements servent à fournir les données sur la rémunération brute engagée par les centres de coût s productifs ainsi que les mouvements concernant les dépenses brutes de la main-d'oeuvre. Il servent aussi à produire certaines données relatives à la paye pour le système de paye de la Banque royale et à

Ministère de la Justice Canada

Chapitre 70

Fichiers particuliers

Gestion de carrière

Description : Le fichier contient des renseignements fournis par les employés sur leurs études, leur expérience de travail, leurs aspirations de carrière, leur formation et leur affectation ou nomination. Il contient également d'autres renseignements tels que les résultats obtenus lors de tests linguistiques et les cotes d'évaluation de rendement. *Catégorie de personnes :* Les avocats du Ministère qui occupent des postes de niveaux LA-2B et au-dessus. *But :* Les renseignements recueillis servent à faciliter la planification des ressources humaines et la gestion de carrière. *Usages compatibles :* Les renseignements sont utilisés par les cadres supérieurs du Ministère et par les employés du service du personnel chargés de la planification des ressources humaines. *Normes de conservation et de destruction :* Les renseignements seront conservés et mis à jour jusqu'à ce que les avocats concernés quittent le Ministère. Les renseignements seront alors acheminés avec les dossiers de l'employé à son nouveau ministère d'embauche ou aux Archives nationales du Canada, selon les circonstances. *No. APC :* 85-001 *Enregistrement (SCT) :* 003491 *Numéro de fichier :* JUS PPE 801

Greffe de la saisie-arrêt

Description : Ce fichier contient des renseignements sur les employés faisant l'objet d'un bref de saisie-arrêt qui a été décerné dans la Région de la capitale nationale, en vertu de la partie I de la Loi sur la saisie-arrêt et la distraction de pensions, et qui concerne une dette de nature alimentaire ou commerciale. Sont consignés dans ce fichier les ordonnances des tribunaux, les brefs de saisie-arrêt ainsi que des documents administratifs faisant état des renseignements identifiant les personnes concernées. *Catégorie de personnes :* Les employés qui manquent à des obligations financières de nature commerciale ou alimentaire. *But :* Permettre au ministère de la Justice de s'acquitter de son obligation de veiller à l'application de la Loi sur la saisie-arrêt et la distraction de pensions. *Normes de conservation et de destruction :* les dossiers sont conservés pendant une période de 21 ans. *Enregistrement (SCT) :* 003511 *Numéro de fichier :* JUS PPE 804

Inventaire linguistique

Description : ce fichier contient les noms, sections et numéros de téléphone au bureau des employés qui comprennent, parlent, lisent ou écrivent une langue autre que le français ou l'anglais. *Catégorie de personnes :* les employés du Ministère qui acceptent de faire partie de l'inventaire. *But :* l'information permet d'identifier les employés ayant des compétences linguistiques spécialisées qui désirent participer à des activités nécessitant la connaissance d'autres langues (par exemple, pour communiquer avec des visiteurs étrangers, assister à des réunions avec des délégations au Canada ou à l'étranger). *Normes de conservation et de destruction :* le fichier est mis à jour annuellement et les noms des employés qui ont quitté le Ministère sont alors rayés. *Enregistrement (SCT) :* 003678 *Numéro de fichier :* JUS PPE 805

Planification de la reprise des activités

Description : cette banque de données renferme les adresses et numéros de téléphone des employés, les plans d'urgence des secteurs et les analyses de l'incidence des activités. Elle contient également des plans d'équipes, des plans d'urgence généraux et des procédures communes. *Catégorie de personnes :* les employés du Ministère. *But :* les renseignements sont compilés pour être utilisés seulement dans des situations d'urgence ou de désastre impliquant le Ministère. Les renseignements serviront à former des équipes pour rétablir les activités essentielles du Ministère. *Normes de conservation et de destruction :* le fichier est mis à jour annuellement et les noms des employés qui ont quitté le Ministère sont alors rayés. *Enregistrement (SCT) :* 003917 *Numéro de fichier :* JUS PPE 806

Système de gestion des salaires

Description : Le Système de gestion des salaires est une banque de données contenant des renseignements personnels sur les employés du Ministère de la Justice. Cette banque de données contient également des renseignements sur chacun des postes au Ministère. Les données décrivent pour chaque employé le numéro du poste, la situation, le titre du poste, la classification et le niveau, le salaire, la prime au bilinguisme si nécessaire, et le codage financier. La banque de données réside dans l'ordinateur des agents d'administration et contient uniquement les employés embauchés à l'intérieur de leurs centres de responsabilité. Une banque de données centrale de tous les employés du Ministère est également située dans le secteur de la Gestion intégrée. *Catégorie de personnes :* Employés du Ministère. *But :* Le Système de gestion des salaires est un système de prévision salariale pour aider les gestionnaires à gérer leurs budgets de salaires et d'employés à temps plein pour l'année financière courante. *Normes de conservation et de destruction :* Les données sont en accord avec les Plans généraux d'élimination des documents du gouvernement du Canada. *Enregistrement (SCT) :* 003510 *Numéro de fichier :* JUS PPE 803

des organismes d'enquête fédéraux autorisés en vertu de l'alinéa 8(2)(e) de la Loi. Seules les demandes provenant d'organismes d'enquête dûment autorisés par la Loi sur la protection des renseignements personnels sont prises en considération, aux fins d'exécution des lois du Canada ou d'une province ou dans le cadre d'une enquête légale. *Catégorie de personnes :* Employés fédéraux ayant été le sujet d'une demande présentée par des organismes d'enquête fédéraux autorisés en vertu de la Loi. *But :* Ce fichier a pour but de permettre au Commissaire à la protection des renseignements personnels d'examiner les communications de renseignements faites à un organisme d'enquête conformément à la Loi. *Normes de conservation et de destruction :* Les renseignements contenus dans ce fichier sont conservés pendant deux ans et sont ensuite transférés aux Archives nationales du Canada. *No. APC :* 86-001 Renvoi au dossier # : EIR ACC 285 *Enregistrement (SCT) :* 002012 *Numéro de fichier :* IC PPE 801

Rétroaction des employées
Description : La base de données contient des renseignements portant, entre autres, sur les catégories d'emplois, la situation d'emploi et lieu de travail des employés du ministère. Cette base de données contient aussi les opinions ou les idées personnelles des employés sur la satisfaction qu'ils retirent de leur emploi et leur milieu de travail. *Catégorie de personnes :* Employés d'Industrie Canada travaillant à la Direction générale du contrôleur, dans la région de la capitale nationale. *But :* La base de données a pour but d'appuyer les activités internes d'examen des programmes au sein de la Direction générale du contrôleur, en particulier en ce qui a trait à l'efficience et à l'efficacité de celle-ci au chapitre de la fourniture de ses produits et services. *Usages compatibles :* Les données servent à établir des statistiques utilisées par la Direction générale du contrôleur pour évaluer le niveau de satisfaction des employés et leur milieu de travail. Elles sont également utilisées aux fins d'élaboration de politiques, de plans et de décisions opérationnelles. *Normes de conservation et de destruction :* Les données sont conservées pour deux ans, après quoi, elles sont éliminées. *No. APC :* 86/001 *Enregistrement (SCT) :* 003891 *Numéro de fichier :* IC PPE 813

Unité de jumelage
Description : Ce fichier contient des renseignements sur les employés déclarés excédentaires, touchés ou mis en disponibilité. Ces renseignements comprennent généralement une lettre du ministère à l'employé, le curriculum vitae de l'employé, des copies des évaluations, le formulaire de priorité de dotation, les résultats des tests linguistiques (s'il y a lieu) et les postes au ministère pour lesquels les employés ont été considérés. *Catégorie de personnes :* Certains employés d'Industrie Canada. *But :* Ce fichier est utilisé par les gestionnaires à des fins de planification des ressources humaines. Il est également utilisé pour aider les employés à trouver un nouvel emploi ou une autre affection. *Usages compatibles :* Les renseignements contenus dans ce fichier sont transmis à la Commission de la Fonction publique à des fins d'information et de placement; au Conseil du Trésor, lorsque requis, à des fins d'information. Le nom des employés et les efforts faits pour les placer sont fournis aux syndicats pour les employés qu'ils représentent. *Normes de conservation et de destruction :* Ces dossiers sont conservés pendant deux ans après le placement des employés ou leur départ de la fonction publique, puis il sont détruits. *Enregistrement (SCT) :* 003347 *Numéro de fichier :* IC PPE 802

Fichiers ordinaires

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Accidents d'automobile, de bateau, d'embarcation et d'avion

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Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

représentant les différents groupes et niveaux à qui un questionnaire sera remis. Lorsque les résultats du sondage seront compilés et analysés, le Conseil consultatif des employés fera des recommendations au Sous-ministre. *Usages compatibles :* Les résultats du sondage seront analysés selon que le répondant est un gestionnaire ou non, selon qu'il travaille dans une région ou non, etc. afin que les besoins de groupes spécifiques d'employés soient considérés lors de la préparation du rapport pour le Sous-ministre. Les résultats du sondage (et non les questionnaires) pourront être utilisés à d'autre fins semblables dans le Ministère ou dans la fonction publique. *Normes de conservation et de destruction :* Trois ans après la fin de l'étude ou sa mise en application. Avant de s'en défaire, consulter les Archives publiques du Canada. *No. APC :* 86/001 *Enregistrement (SCT) :* 003913 *Numéro de fichier :* IC PPE 815

Primes d'encouragement
Description : Le fichier contient des renseignements sur les fonctionnaires qui ont été nommés pour des primes, dans le cadre du Régime des primes d'encouragement du gouvernement fédéral et divers programmes propres au Ministère. Ces renseignements peuvent comprendre des curriculum vitae, des évaluations de rendement, des descriptions à l'appui de contributions méritoires concernant leurs fonctions, ou des suggestions pratiques en vue de l'amélioration des opérations de la Fonction publique, ainsi que des rapports complétés concernant le programme de prime. *Catégorie de personnes :* Employés de l'institution. *But :* Le fichier a pour but d'identifier les personnes qui ont été nommées pour des primes. *Usages compatibles :* Les renseignements contenus dans ce fichier sont utilisés pour établir des précédents au sujet des primes et pour fournir une vérification à rebours concernant les dépenses de fonds. *Normes de conservation et de destruction :* Les dossiers sont conservés pendant six ans et sont ensuite détruits. *No. APC :* 86-001 *Enregistrement (SCT) :* 002561 *Numéro de fichier :* IC PPE 812

Programme d'affectation
Description : La banque de données peut contenir des curriculum vitae, des évaluations, des accords d'affectation, des renseignements sur les entrevues, des résultats de présentations, des demandes d'employés en vue d'obtenir des formulaires d'affectation et de la correspondance générale. *Catégorie de personnes :* Les employés du gouvernement fédéral qui ont demandé une affectation au Ministère. *But :* Les renseignements seront utilisés pour constituer un répertoire des employés qui sont intéressés à obtenir une affectation. *Usages compatibles :* Les renseignements sont utilisés pour déterminer, aux fins de présentation, les employés qui sont intéressés à obtenir un affectation. *Normes de conservation et de destruction :* Les dossiers sont conservés pour une période de deux après la fin du processus d'affectation. *No. APC :* 86-001 Renvoi au dossier # : IST IST 921 *Enregistrement (SCT) :* 002905 *Numéro de fichier :* IC PPE 803

Programme de médiateur
Description : Ce fichier contient des demandes faites par les employés(es) concernant la possibilité de faire des changements ou des investigations dans des situations de travail. L'information consistera des noms de demandeurs, de collègues ou de superviseurs. *Catégorie de personnes :* Employés du ministère. *But :* Ce fichier sert à donner au médiateur des renseignements pour investiguer des allégations ou des situations et recommencera ou servira d'intermédiaire de solutions où possible. Ce processus se fera à l'extérieur des procédures de grief/d'appel habituel. *Normes de conservation et de destruction :* La conservation et destruction de ce fichier sont à définir. *Enregistrement (SCT) :* 003003 *Numéro de fichier :* IC PPE 808

Questionnaire sur la langue de travail
Description : La base de données contient des renseignements portant, entre autres, sur les catégories d'emplois et le lieux de travail des employés du ministère. Elle contient également des opinions ou les idées personnelles des employés sur le degré de satisfaction de l'utilisation des deux langues officielles dans leur milieu de travail. *Catégorie de personnes :* Employés d'Industrie Canada travaillant dans la région de la capitale nationale ainsi que des secteurs de Montréal et Sault Ste-Marie. *But :* La base de données a pour but d'appuyer des activités de la Direction de vérification et d'évaluation dans le but de mesurer l'efficacité d'un composante du Programme des langues officielles. *Usages compatibles :* Les données serviront à établir des statistiques utilisées par le groupe de vérification pour évaluer les degré de satisfaction des employés. *Normes de conservation et de destruction :* Les données seront conservés pour 2 ans, après quoi, elles seront éliminées. *No. APC :* 86-001 *Enregistrement (SCT) :* 003900 *Numéro de fichier :* IC PPE 814

Remboursement d'employé
Description : La Banque d'information personnelle contiendra les noms des employés ainsi que leurs adresses de domicile. *Catégorie de personnes :* Employés du ministère. *But :* Fournir les noms et adresses postales des employés du ministère afin que les chèques de remboursement de dépenses soient postés directement aux résidences par Approvisionnement et Services Canada. *Usages compatibles :* Ce fichier de renseignements est visé pour l'usage interne seulement. On ne prévoit aucun couplage des données. *Normes de conservation et de destruction :* Les dossiers seront retenus pendant six ans puis détruits. *No. APC :* 86-001 Renvoi au dossier # : IST/IST-914 *Enregistrement (SCT) :* 003218 *Numéro de fichier :* IC PPE 806

Renseignements personnels divulgués à des organismes d'enquête fédéraux
Description : Conformément au paragraphe 8(4) de la Loi sur la protection des renseignements personnels, ce fichier a été établi dans le but de conserver les copies des demandes de renseignements personnels présentées par

Catégorie de personnes : employés d'Industrie Canada de tous les coins du pays sélectionnés au hasard, employés d'autres ministères fédéraux comme le Secrétariat du Conseil du Trésor et Travaux publics et Services gouvernementaux Canada, qui utilisent les produits et services de la Direction générale du contrôleur. *But :* la base de données vise à appuyer les activités internes d'examen des programmes au sein de la Direction générale du contrôleur, en particulier en ce qui a trait à l'efficience et à l'efficacité de celle-ci au chapitre de la fourniture de ses produits et services. *Usages compatibles :* la Direction générale du contrôleur utilise ces données pour établir des statistiques servant à évaluer la satisfaction de ses clients et de la collectivité fonctionnelle. Elles sont également utilisées aux fins d'élaboration de politiques, de plans et de décisions opérationnelles. *Normes de conservation et de destruction :* les données sont conservées pour deux ans, après quoi, elles sont éliminées. *Enregistrement (SCT) :* 003892 *Numéro de fichier :* IC PCE 702

Fichiers particuliers

Banque de mentors
Description : Cette banque contient des informations personnelles sur les employés telles leur curriculum vitae, le type d'aide qu'ils préfèrent offrir ou qu'ils recherchent et les groupes d'employés avec lesquels ils préfèrent agir. L'information est recueillie à l'aide d'un questionnaire et/ou au cours d'un entrevue. *Catégorie de personnes :* Tousl les employés du ministère. *But :* Ce fichier a pour but de coordonné le programme de mentorat du ministère. *Usages compatibles :* L'information recueillie sera utilisée pour maximiser la compatibilité entre les mentors et les protéges. *Normes de conservation et de destruction :* Le dossier sera maintenu aussi longtemps que l'employé senior est actif dans le programme et mentorat ou deux ans après la dernière action administrative et ensuite détruit. *No. APC :* 86/001 *Enregistrement (SCT) :* 003668 *Numéro de fichier :* IC PPE 807

Cartes de voyage personnelles en Route
Description : Ce fichier contient les formulaires de demandes de cartes en Route. *Catégorie de personnes :* Employés du Ministère. *But :* Ce fichier sert à fournir une carte de crédit personnelle parrainée par le gouvernement aux employés qui voyagent fréquemment afin d'acquitter des frais de voyage. *Usages compatibles :* Les rapports d'activité mensuels sont utilisés afin de déterminer si les paiements sont effectués à la date d'échéance. Ils sont aussi utilisés dans le but d'identifier les comptes sérieusement en retard lorsqu'en Route demande de l'aide dans le recouvrement d'un compte. *Normes de conservation et de destruction :* Les formulaires de demandes sont conservés pour deux ans après le dernier usage de la carte. *No. APC :* 86-001 *Enregistrement (SCT) :* 002562 *Numéro de fichier :* IC PPE 811

Développement — cadres supérieurs
Description : Le fichier contient des renseignements fournis par les employés sur leurs études, leur expérience de travail, leurs aspirations de carrière et leur formation. Il contient également des renseignements tels que leur date de naissance, la langue officielle qui est leur langue maternelle, les résultats obtenus suite à des tests linguistiques et les cotes d'évaluation de rendement. *Catégorie de personnes :* Les employés du Ministère qui occupent des postes dans la catégorie de la haute direction, ainsi que ceux des niveaux EX-1 et EX-2. *But :* Le fichier vise à faciliter la planification des ressources humaines et des carrières. *Usages compatibles :* Les renseignements seront utilisés par les cadres supérieurs du Ministère et par les employés du service du personnel qui s'occupent de planification des ressources humaines. *Normes de conservation et de destruction :* Les dossiers seront conservés et mis à jour jusqu'à ce que les employés en question quittent le Ministère, ils seront alors détruits ou deux ans après la dernière action administrative. *Enregistrement (SCT) :* 002711 *Numéro de fichier :* IC PPE 810

Modèles financiers pour la retraite
Description : Un service unique offert aux employés (de certaines directions) qui ont actuellement plus de 50 ans, qui comptent un nombre divers d'années de service et qui désirent savoir s'il peuvent se permettre de prendre leur retraite. Il s'agit d'une banque de données, utilisant le programme Quatto Pro, qui permet d'établir des profils de revenus et de dépenses pour les 15 années à venir. Grâce à des renseignements personnels sur le salaire, les régimes de pension, les investissements, les plans budgétaires et les principales dépenses, cette banque crée différents modèles dont pouvant servir pour prendre une décision concernant la retraite. *Catégorie de personnes :* Les employés d'Industrie Canada qui envisage de prendre une retraite anticipée. *But :* La banque a pour objet de créer des projets de scénarios financiers visant à aider à déterminer si les employés peuvent prendre leur retraite. *Usages compatibles :* Ces renseignements serviront aux fins décrites au but du fichier. *Normes de conservation et de destruction :* Les ébauches de rapport appartiendront aux employés de la Direction générale. L'information contenue dans le tableur de la banque de données sera détruite six mois après la tenue des séances (elle sera effacée de la mémoire et le consultant ne conservera aucune disquette). *No. APC :* 86/001 *Enregistrement (SCT) :* 003669 *Numéro de fichier :* IC PPE 804

PeopleSoft
Description : Cette bankque de données continent l'information suivante : Secteur, Direction générale, nom, CIDP, sexe, première langue officielle, classification et lieu de travail. *Catégorie de personnes :* La banque de données est une sélection au hasard d'un groupe d'environ 240 employés d'industrie Canada (A.C. et les régions). *But :* La banque de données a été créée afin d'obtenir une sélection au harsard d'employés

(Dossiers de service des membres de la GRC); GRC PPE 803 (Audiences des comités de promotion/mutation pour les membres de la GRC/dossiers d'affectation de personnel/audiences du conseil d'appréciation des aspirants officiers; GRC PPE 804 (Dossiers des griefs des membres de la GRC); GRC PPE 805 (Dossiers disciplinaires actifs et annulés des membres de la GRC; GRC PPE 806 (Dossiers sur la solde des membres de la GRC); GRC PPE 815 (Code régissant la conduite des membres de la GRC en ce qui concerne les conflits d'intérêts et l'après-mandat). Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. *Normes de conservation et de destruction :* Les renseignements peuvent se trouver dans des dossiers ou dans un système informatique tel que le système PARADE (recherche et perfectionnement dans la gestion du personnel). Les dossiers sont conservés au moins trois ans après la date de la dernière correspondance. *No. APC :* 86-001 *Enregistrement (SCT) :* 002103 *Numéro de fichier :* GRC PPE 818

Fichiers ordinaires

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Autorisations sécuritaires

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Code régissant les conflits d'intérêts et l'après-mandat

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Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Industrie Canada

Chapitre 69

Fichiers centraux

Dossiers en matière de conflits d'intérêts

Description : Ce fichier contient des renseignements relatifs aux activités privées, aux biens et aux exigibilités des personnes visées par le Code régissant la conduite des titulaires de charges publiques en ce qui concerne les conflits d'intérêts et l'après-mandat. *Catégorie de personnes :* Les lieutenants-gouverneurs, les ministres, leur personnel exclu, les secrétaires parlementaires, les personnes nommées par le gouverneur en conseil et toutes les personnes nommées à une charge à plein temps par un ministre qui sont ou ont été assujettis au Code. *But :* Le fichier a pour objet de réunir de l'information relative à la mise en application du Code régissant la conduite des titulaires de charges publiques en ce qui concerne les conflits d'intérêts et l'après-mandat. *Usages compatibles :* Les données peuvent servir à établir des précédents dans la mise en application des directives en matière de conflits d'intérêts et de l'après-mandat et à extraire une partie des renseignements qui seront versés et maintenus dans un registre public tel qu'énoncé dans le Code. *Normes de conservation et de destruction :* Les données sont en général conservées pour une période de deux ans après que la personne a cessé d'être titulaire d'une charge publique, selon le plan 5 des Plans généraux d'élimination des documents du gouvernement du Canada. *No. APC :* 86-001 Renvoi au dossier # : CEC SRG 165 *Enregistrement (SCT) :* 000130 *Numéro de fichier :* IC PCE 701

Rétroaction des clients et de la collectivité fonctionnelle

Description : la base de données contient des renseignements portant, entre autres, sur les catégories d'emplois, la situation d'emplois et lieu de travail des employés du gouvernement fédéral. Cette base de données contient aussi les opinions ou les idées personnelles sur la satisfaction de la clientèle.

membres de la GRC); GRC PPE 802 (Dossiers de service des membres de la GRC); Zyindex, un système d'exploitation utilisé pour versé des données suite à des demandes de réclame. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. ***Normes de conservation et de destruction :*** Les dossiers de la solde sont conservés jusqu'au moment où le sujet atteint l'âge de 70 ans. Les dossiers de demande de renseignements sur la Caisse Fiduciaire de Bienfaisance sont conservés par la GRC pour une période de six ans après le paiement final et pour une période de deux ans si la demande n'est pas acceptée. Lorsque le dossier est désigné comme ayant une valeur archivistique ou historique, il est transféré sous le contrôle des Archives nationales du Canada; lorsque le dossier n'est pas ainsi désigné, il est détruit. ***No. APC :*** 78-001 ***Renvoi au dossier # :*** GRC GRC 925 ***Enregistrement (SCT) :*** 001018 ***Numéro de fichier :*** GRC PPE 806

Policiers occasionnels/employés civils temporaires
Description : Ce fichier renferme des renseignements personnels sur les personnes qui ont été ou qui sont actuellement à l'emploi de la Gendarmerie royale du Canada comme policiers occasionnels. Ces renseignements donnent un aperçu chronologique de la carrière de ces personnes au sein de la Gendarmerie. Ils englobent notamment les demandes d'emploi, les informations relatives aux triage sécuritaire, le traitement, les évaluations et les notes de service indiquant les raisons de la cessation d'emploi. Le numéro d'assurance sociale est obtenu en vertu de la Loi sur l'administration financière. Les personnes qui veulent le consulter doivent satisfaire aux exigences qui figurent sur la formule de demande d'accès à des renseignements personnels et indiquer leurs nom, prénoms, date de naissance, genre de travail et l'endroit où elles ont servi afin d'obtenir des renseignements pertinents. Les membres actifs doivent indiquer l'endroit où les renseignements auxquels ils désirent avoir accès peuvent être conservés. Les personnes qui désirent obtenir des renseignements particuliers doivent préciser les documents qu'elles veulent consulter afin de faciliter l'acheminement de leur demande. ***Catégorie de personnes :*** Personnes qui ont postulé et obtenu un emploi de policier occasionnel ou d'employé civil temporaire au sein de la GRC. ***But :*** Ce fichier a pour but de consigner des renseignements qui ont été compilés dans le cadre du processus d'engagement des policiers occasionnels et des employés civils temporaires. Le numéro d'assurance sociale est utilisé pour la tenue des relevés comptables d'emploi. ***Usages compatibles :*** Ce fichier est utilisé pour prendre des décisions concernant l'engagement, la solde, les affectations et la continuation du service. Il peut également servir aux fins de la recherche, de la planification de l'évaluation et des statistiques. On peut aussi se servir de cette information pour le couplage des dossiers suivants : GRC PPU 065 (Dossiers d'habilitation sécuritaires et relative à la fiabilité); GRC PPU 807 (Dossiers administratifs généraux de la GRC). Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. ***Normes de conservation et de destruction :*** Les dossiers que contient ce fichier sont conservés au quartier général de la division d'affectation des sujets durant une période minimale d'une année civile suivant la cessation d'emploi, et ensuite, on les transmet au Centre national des documents du personnel des Archives nationales du Canada où on les conserve jusqu'à ce que le sujet du dossier atteigne l'âge de 80 ans. ***No. APC :*** 69-164 ***Renvoi au dossier # :*** GRC GRC 918 ***Enregistrement (SCT) :*** 001022 ***Numéro de fichier :*** GRC PPE 810

Programme d'équité en matière d'emploi
Description : Ce fichier contient des renseignements personnels sur les membres réguliers, civils, et spéciaux, ainsi que sur les postulants de la GRC. Il permet d'évaluer la participation des minorités visibles conformément au paragraphe 16(1) de la Loi canadienne sur les droits de la personne (programme spécial). Les renseignements indiquent si les membres et postulants sont autochtones, de race blanche ou d'une autre race; leur origine ethnique; leurs incapacités. Les renseignements se rapportant au programme d'équité en matière d'emploi seront conservés à la Direction générale à Ottawa et ils seront accessibles uniquement aux personnes affectées aux programmes d'équité en matière d'emploi. Outre ce qui est demandé sur la formule de renseignements personnels, les membres seront demandé donner leur nom complet et leur numéro de matricule. Les postulants doivent donner leur nom complet seulement. ***Catégorie de personnes :*** Membres réguliers, civils et membres spéciaux ainsi que les postulants de la GRC. ***But :*** Ces données servent à dresser un tableau complet de la répartition des membres par groupes cibles (p. ex. autochtones, personnes handicapées) et des membres appartenant à des minorités visibles. Ces renseignements permettent de connaître le profil du personnel, des membres, et des postulants, de connaître le taux de participation des membres de groupes cibles par rapport aux membres des autres groupes, et d'établir des objectifs touchant la participation des minorités visibles à la GRC en conformité avec la loi de l'équité en matière d'emploi. ***Usages compatibles :*** Le renseignements seront utilisés à des fins institutionnelles dans le cadre du programme d'équité en matière d'emploi du gouvernement en vue de relever et de supprimer toute forme de discrimination systémique au chapitre de l'emploi et d'adopter des mesures permettant d'assurer la participation et la représentation équitable des groupes cibles à la Gendarmerie. Ces renseignements peuvent être utilisés à des fins de réglementation et de planification touchant l'équité en matière d'emploi ainsi que pour le couplage des données dans les fichiers suivant : GRC PPU 070 (Dossiers des postulants); GRC PPU 090 (Distinctions et récompenses); GRC PPE 801 (Dossiers des membres de la GRC); GRC PPE 802

fichier a pour but d'établir si les membres réguliers, membres spéciaux ou membres civils sont aptes à exécuter leurs fonctions et pour formuler des recommandations touchant les affectations, l'avancement ou le service continue dans les cas où la santé physique ou mentale de ces derniers est un facteur déterminant ainsi que l'admissibilité aux congés de maladie et aux prestations d'assurance. Ils fournissent également un dossier complet de la santé physique et mentale, des blessures et du traitement qui, autrement, ne pourrait être mis à la disposition des médecins et dentistes en raison de la mobilité des membres de la GRC. Ils peuvent également être utilisés au chapitre des indemnités d'incapacité relativement à des blessures ou à un décès survenus au cours de service en vertu de l'article 27 de la Loi sur la pension de retraite de la GRC ou de l'article 5 de la Loi sur la continuation des pensions de la GRC. Ces renseignements peuvent également être utilisés aux fins de la recherche, de la planification, de l'évaluation et des statistiques. On se sert des renseignements sur la famille et les proches parents en vue d'établir la pertinence d'une affectation dans certaines régions lorsque les personnes accompagnent le membre, ou pour accorder des affectations pour raisons de famille fondées sur l'état de santé. Le numéro d'assurance sociale n'est ni exigé ni utilisé par la GRC. Toutefois, le centre médical de la Défense nationale s'en sert pour identifier le patient et pour la comptabilité. ***Usages compatibles :*** Le directeur des Services de santé ou les médecins-chefs se servent de ces dossiers pour établir si les membres réguliers et civils sont aptes à exécuter leurs fonctions et pour formuler des recommandations touchant les affectations, l'avancement ou le service continu dans les cas où la santé physique ou mentale de ces derniers est un facteur déterminant ainsi que l'admissibilité aux congés de maladie et aux prestations d'assurance. Ils fournissent également un dossier complet de la santé physique et mentale, des blessures et du traitement qui, autrement, ne pourrait être mis à la disposition des médecins en raison de la mobilité des membres de la GRC. Ils peuvent également être utilisés au chapitre des indemnités d'incapacité relativement à des blessures où à un décès survenus en cours de service en vertu de l'article 27 de la Loi sur la pension de retraite de la GRC ou de l'article 5 de la Loi sur la continuation des pensions de la GRC et ils peuvent servir à établir la pertinence d'une affectation lorsque l'état de santé est un facteur à considérer. L'information peut être révélée à un commandant ou à l'officier approprié si, selon l'opinion du directeur des services de santé ou d'un médecin-chef, des circonstances exceptionnelles le justifient afin d'assurer la sécurité du public ou de confrères; l'information peut aussi être révélée à des médecins ou psychologues appointés à une commission médicale et à un médecin pour assurer la continuité d'un traitement et au responsable du programme dentaire. Ces renseignements peuvent également être utilisés aux fins de la recherche, de la planification de l'évaluation et des statistiques ainsi que pour le couplage des données avec les systèmes PARADE, FARS et SISS de la GRC. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. ***Normes de conservation et de destruction :*** Les dossiers sont conservés au moins jusqu'à ce que le sujet ait atteint 100 ans. Lorsque le dossier est désigné comme ayant une valeur archivistique ou historique, il est transféré sous le contrôle des Archives nationales du Canada; lorsque le dossier n'est pas ainsi désigné, il est détruit. ***No. APC :*** 69-164 ***Renvoi au dossier # :*** GRC GRC 922 ***Enregistrement (SCT) :*** 001020 ***Numéro de fichier :*** GRC PPE 808

Dossiers sur la solde des membres de la GRC
Description : Ce fichier contient des renseignements qui donnent un aperçu chronologique de la solde du membre, des allocations, des heures supplémentaires, des retenues, des dossiers de demande de renseignements sur la Caisse Fiduciaire de Bienfaisance et autres sujets pertinents, y compris la correspondance envoyée au ministère des Approvisionnements et Services, qui s'occupe du fonctionnement du système de paye. Le numéro d'assurance sociale est utilisé et conservé dans ce fichier à la demande de Revenu-Canada. Pour avoir le droit de consulter les dossiers qui les concernent, les intéressés doivent se conformer aux exigences qui figurent sur le formulaire de demande d'accès à des renseignements personnels et ils doivent également y indiquer leurs nom, prénoms et numéro matricule. Les membres actifs doivent indiquer l'endroit où les renseignements auxquels ils désirent avoir accès peuvent être conservés. Les personnes qui veulent obtenir des renseignements particuliers doivent indiquer les documents qu'elles désirent consulter afin de faciliter l'acheminement de leur demande. Les renseignements contenus dans ce fichier peuvent être conservés dans des dossiers ou encore sous forme automatisée, par exemple, dans des systèmes tels que le Système de frais pour les logements de possession gouvernementale (SFLPG). ***Catégorie de personnes :*** Personnes qui ont été ou qui sont actuellement à l'emploi de la Gendarmerie royale du Canada comme employés autre que les employés de la Fonction Publique. ***But :*** Ce fichier a pour but de consigner des renseignements qui sont utilisés au niveau de l'administration interne de la Gendarmerie royale du Canada et de son régime d'avantages sociaux. Une liste des destinataires est maintient de concert avec le ministre l'Approvisionnement et Services Canada pour raison de pension. Le numéro d'assurance sociale est utilisé pour les gains et déductions qui doivent apparaître sur les formulaires T-4 et Relevé 1. Cette information est éventuellement transmise à Développement des ressources humaines Canada pour l'administration du Régime de pensions du Canada. ***Usages compatibles :*** Ces renseignements sont utilisés aux fins de la vérification, de la recherche, de la planification, de l'évaluation et des analyses statistiques et peut aussi servir pour le couplage des données dans les fichiers suivants : GRC PPE 804 (Dossiers des griefs des membres de la GRC); GRC PPE 801 (Dossiers des

obligatoire pour des raisons autres que l'inconduite et les infractions criminelles peut être conservée dans le fichier GRC PPE 801 «Dossiers des membres de la GRC» ou le fichier GRC PPE 802 «Dossiers de service des membres de la GRC.» Pour avoir le droit de consulter les dossiers qui les concernent, les intéressés doivent se conformer aux exigences qui figurent sur la formule de demande d'accès à des renseignements personnels et doivent également y indiquer leur nom, prénoms et numéro matricule. Les membres actifs doivent indiquer l'endroit où les renseignements auxquels ils désirent avoir accès peuvent être conservés. Les personnes qui veulent obtenir des renseignements particuliers doivent indiquer les documents qu'elles désirent consulter afin de faciliter l'acheminement de leur demande. Les renseignements contenus dans ce fichier peuvent être conservés dans des dossiers ou encore sous forme automatisée, par exemple, dans des systèmes tels que le système de soutien bureaucratique de la GRC (ROSS). ***Catégorie de personnes :*** Membres réguliers, membres spéciaux et membres civils qui ont été ou sont présentement à l'emploi de la Gendarmerie et qui ont été l'objet de mesures disciplinaires ou qui ont fait preuve de mauvaise conduite. ***But :*** Ce fichier a pour but de consigner des renseignements afin de prendre des décisions concernant les suspensions, les réprimandes, les avertissements, les peines du tribunal de service, les sanctions d'un comité d'arbitrage, mesures disciplinaires officielle ou officieuse, les amendes, les lacunes, les licenciements, les rétrogradations, les affectations, l'avancement, le service continu, les appels, les poursuites criminelles, les enquêtes, l'admissibilité au traitement médical et les pensions. ***Usages compatibles :*** Le Comité externe d'examen de la GRC et la Commission des plaintes du public contre la GRC peuvent utiliser ces renseignements pour s'enquérir d'un grief ou enquêter sur une plainte contre la GRC ou un de ses membres. Les mesures disciplinaires prises contre un membre de la GRC suite à une plainte de harcèlement, peuvent être divulguées au plaignant lors de plainte fondée. Le Comité externe d'examen de la GRC et la Commission des plaintes du public contre la GRC peuvent utiliser ces renseignements pour s'enquérir d'un grief ou enquêter sur une plainte contre la GRC ou un de ses membres..Le Comité externe d'examen de la GRC et la Commission des plaintes du public contre la GRC peuvent utiliser ces renseignements pour s'enquérir d'un grief ou enquêter sur une plainte contre la GRC ou un de ses membres.Ces renseignements peuvent aussi être utilisés pour la recherche, la planification, l'évaluation et l'analyse. On peut aussi se servir de cette information pour le couplage des données dans les fichiers suivant : GRC PPU 070 (Dossiers des postulants); GRC PPU 090 (Distinctions et récompenses); GRC PPE 801 (Dossiers des membres de la GRC); GRC PPE 802 (Dossiers de service des membres de la GRC); GRC PPE 803 (Audiences des comités de promotion/mutation pour les membres de la GRC/dossiers d'affectation de personnel/audiences du conseil d'appréciation des aspirants officiers; GRC PPE 804 (Dossiers des griefs des membres de la GRC); GRC PPE 806 (Dossiers sur la solde des membres de la GRC); GRC PPE 815 (Code régissant la conduite des membres de la GRC en ce qui concerne les conflits d'intérêts et l'après-mandat) GRC PPE 818 (Programme d'équité en matière d'emploi). Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. ***Normes de conservation et de destruction :*** Les dossiers sont conservés au moins jusqu'à ce que le sujet ait atteint 70 ans. Lorsque le dossier est désigné comme ayant une valeur archivistique ou historique, il est transféré sous le contrôle des Archives nationales du Canada; lorsque le dossier n'est pas ainsi désigné, il est détruit. ***No. APC :*** 69-164 ***Renvoi au dossier # :*** GRC GRC 926 ***Enregistrement (SCT) :*** 001017 ***Numéro de fichier :*** GRC PPE 805

Dossiers médicaux des membres de la GRC
Description : Ce fichier renferme des renseignements personnels sur les personnes qui ont été ou qui sont actuellement à l'emploi de la GRC comme membres réguliers, membres spéciaux ou membres civils. Les renseignements contenus dans ce fichier donnent un aperçu de l'histoire médicale du membre alors qu'il était à l'emploi de la GRC ou après son licenciement, s'il continue à recevoir des traitements médicaux aux frais de l'État. Les dossiers médicaux contiennent de la correspondance, des rapports et des formules se rapportant à l'hospitalisation, aux traitements chirurgicaux, médicaux et dentaires, aux évaluations psychiatriques et psychologiques, résultats des épreuves de condition physique et des résultats, aux services rendus en vertu du programme d'assistance aux membres, et la catégorie médicale de ces derniers, ainsi que des rapports portant sur les blessures subies et les maladies contractées en cours de service. On peut aussi y trouver des renseignements sur l'état de santé de la famille immédiate ou des proches parents du membre. On peut trouver le numéro d'assurance sociale dans les dossiers médicaux ou les documents reçus du Centre médical de la Défense nationale au sujet des membres qui ont reçu des soins ou des traitements médicaux de cet organisme. Afin d'avoir accès à ce fichier, les membres doivent se conformer aux exigences qui figurent sur le formulaire de demande d'accès à des renseignements personnels, et indiquer leurs nom, prénoms et numéro matricule. Les membres actifs doivent indiquer l'endroit où les renseignements auxquels ils désirent avoir accès peuvent être conservés. Les personnes qui veulent obtenir des renseignements particuliers doivent indiquer les documents qu'elles désirent consulter afin de faciliter l'acheminement. On peut trouver aussi des renseignements médicaux dans le répertoire de renseignements personnels au chapitre Affaires des anciens combattants. ***Catégorie de personnes :*** Personnes qui ont été ou qui sont actuellement à l'emploi de la GRC comme membres réguliers, membres spéciaux ou membres civils, leurs familles immédiates et leurs proches parents. ***But :*** Ce

l'après-mandat) GRC PPE 818 (Programme d'équité en matière d'emploi). Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. ***Normes de conservation et de destruction :*** Les dossiers contenus dans ce fichier sont supprimés cinq ans après le règlement des griefs. Lorsque le dossier est désigné comme ayant une valeur archivistique ou historique, il est transféré sous le contrôle des Archives nationales du Canada; lorsque le dossier n'est pas ainsi désigné, il est détruit. ***No. APC :*** 69-164 ***Renvoi au dossier # :*** GRC GRC 926 ***Enregistrement (SCT) :*** 001016 ***Numéro de fichier :*** GRC PPE 804

Dossiers des membres de la GRC

Description : Ce fichier renferme des renseignements qui donnent un aperçu de l'état de service du membre. Il contient les documents suivants : résultats du programme de formation de base des recrues (système informatique LAN), évaluations faites suite à la formation, recommandations en vue d'une promotion ou d'une mutation, rapports d'entrevues, appréciations de rendement, document personnel PARADE (formule 816), ou renseignements portant sur le personnel recueillis dans le cadre du programme des aspirants officiers, conseils et orientation fournis, créances à recouvrer, les mutations pour raisons personnelles, les citations, les médailles, les avis d'erreur et les documents pertinents, résultats d'évaluation de la langue seconde, profil linguistique. Ce fichier contient également de la documentation dans le cas où un membre de la GRC est licencié ou rétrogradé pour motif de rendement insatisfaisant. Les évaluations faites à la suite de la formation peuvent aussi être conservées dans le fichier GRC PPU 080. Pour avoir le droit de consulter les dossiers qui les concernent, les intéressés doivent se conformer aux exigences qui figurent sur le formulaire de demande d'accès à des renseignements personnels et doivent également y indiquer leurs nom, prénoms et numéro matricule. Les membres actifs doivent indiquer l'endroit où les renseignements auxquels ils désirent avoir accès peuvent être conservés. Les personnes qui veulent obtenir des renseignements particuliers doivent indiquer les documents qu'elles désirent consulter afin de faciliter l'acheminement de leur demande. Des dossiers supplémentaires sont également retenus à la Direction générale et aux divisions sur les individus qui ont réussi avec succès le cours d'agent d'infiltration et obtenu de la Direction générale un numéro de code. Si vous désirez avoir accès à ces dossiers, veuillez indiquer si vous avez reçu une formation comme agent d'infiltration ou un numéro de code. De plus, indiquez dans quelle division ou dans quel service les dossiers sont retenus. Les renseignements contenus dans ce fichier peuvent être conservés dans des dossiers ou encore sous forme automatisée, par exemple, dans des systèmes tels que le système d'information sur les langues officielles (SILO), le système de soutien bureaucratique de la GRC (ROSS). ***Catégorie de personnes :*** Personnes qui ont été ou qui sont actuellement à l'emploi de la Gendarmerie royale du Canada comme membres réguliers, membres spéciaux, membres civils ou membres de la réserve. ***But :*** Ce fichier a pour but de consigner des renseignements afin de prendre des décisions relatives à l'avancement, aux affectations et au service continu. ***Usages compatibles :*** Ces renseignements peuvent également être utilisés au chapitre de la recherche, de la planification, de l'évaluation et des analyses statistiques ainsi que pour le couplage des données dans les fichiers suivant : GRC PPU 070 (Dossiers des postulants); GRC PPU 090 (Distinctions et récompenses); GRC PPE 802 (Dossiers de service des membres de la GRC); GRC PPE 803 (Audiences des comités de promotion/mutation pour les membres de la GRC/dossiers d'affectation de personnel/audiences du conseil d'appréciation des aspirants officiers; GRC PPE 804 (Dossiers des griefs des membres de la GRC); GRC PPE 805 (Dossiers disciplinaires actifs et annulés des membres de la GRC; GRC PPE 806 (Dossiers sur la solde des membres de la GRC); GRC PPE 815 (Code régissant la conduite des membres de la GRC en ce qui concerne les conflits d'intérêts et l'après-mandat) GRC PPE 818 (Programme d'équité en matière d'emploi). Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. ***Normes de conservation et de destruction :*** Les dossiers sont conservés au moins jusqu'à ce que le sujet ait atteint 100 ans. Lorsque le dossier est désigné comme ayant une valeur archivistique ou historique, il est transféré sous le contrôle des Archives nationales du Canada; lorsque le dossier n'est pas ainsi désigné, il est détruit. ***No. APC :*** 69-164 ***Renvoi au dossier # :*** GRC GRC 918 ***Enregistrement (SCT) :*** 001013 ***Numéro de fichier :*** GRC PPE 801

Dossiers disciplinaires actifs et annulés des membres de la GRC

Description : Ce fichier renferme des renseignements personnels sur les membres réguliers, les membres spéciaux et les membres civils qui ont été ou qui sont présentement à l'emploi de la Gendarmerie royale du Canada et qui ont fait l'objet de mesures disciplinaires ou qui ont fait preuve de mauvaise conduite. Les dossiers disciplinaires actifs et annulés peuvent contenir les rapports d'enquête relative au Code de déontologie en vertu de la Partie IV de la Loi sur la GRC qui justifient les mesures disciplinaires prises à l'égard du membre; les réprimandes, les avertissements, les rapports de tribunaux de services simples, mesures disciplinaires et des comités d'arbitrage graves, les appels, les comités et toute la documentation pertinente; les suspensions, les décisions annulées, les dossiers relatifs aux infractions statutaires commises par des membres y compris les enquêtes, les décisions des tribunaux et les appels, la documentation concernant la mauvaise conduite présumée, la documentation relative au licenciement obligatoire résultant de mauvaise conduite et aux décisions. La documentation relative au licenciement

du ministère des Approvisionnements et Services. Ils peuvent également être utilisés pour justifier les demandes d'indemnités pour incapacité en cas de blessure ou de décès survenu en cours de service, en vertu de l'article 27 de la Loi sur la pension de retraite de la GRC, ou de l'article 5 de la Loi sur la continuation des pensions de la GRC. Les évaluations concernant les pensions pour incapacité ou décès sont conservées dans les fichiers de renseignements personnels du ministère des Affaires des anciens combattants et doivent être consultées par l'entremise de ce ministère. ***Normes de conservation et de destruction :*** Les renseignements contenus dans ce fichier sont conservés au moins jusqu'à ce que le sujet ait atteint 100 ans. Lorsque le dossier est désigné comme ayant une valeur archivistique ou historique, il est transféré sous le contrôle des Archives nationales du Canada; lorsque le dossier n'est pas ainsi désigné, il est détruit. ***No. APC :*** 69-164 ***Renvoi au dossier # :*** GRC GRC 918 ***Enregistrement (SCT) :*** 001014 ***Numéro de fichier :*** GRC PPE 802

Dossiers des employés municipaux à l'emploi de la GRC

Description : Ce fichier renferme des renseignements personnels sur les employés municipaux qui travaillent ou qui ont travaillé pour la Gendarmerie royale du Canada aux termes d'une entente contractuelle avec la municipalité concernée. Ces renseignements donnent un aperçu chronologique de la carrière de la personne au sein de la Gendarmerie royale du Canada. Ils englobent notamment les formules relatives à l'emploi, les informations se rapportant au triage sécuritaire, le traitement initial, les certificats de paye, les demandes d'augmentation salariale, les dossiers des congés de maladie ou de congé, et les évaluations et notes de service stipulant la raison de la cessation d'emploi. Le numéro d'assurance sociale est obtenu en vertu de la Loi sur l'administration financière. Les personnes qui veulent le consulter doivent satisfaire aux exigences qui figurent sur le formulaire de demande d'accès à des renseignements personnels et indiquer également leurs nom, prénoms, date de naissance, genre de travail et l'endroit où elles ont travaillé afin d'obtenir des renseignements pertinents. Les membres actifs doivent indiquer l'endroit où les renseignements auxquels ils désirent avoir accès peuvent être conservés. Les personnes qui désirent obtenir des renseignements particuliers doivent préciser les documents qu'elles veulent consulter afin de faciliter l'acheminement de leur demande. ***Catégorie de personnes :*** Personnes qui ont postulé un emploi et travaillé à la Gendarmerie en qualité d'employés municipaux. ***But :*** Ce fichier a pour but de consigner des renseignements qui ont été recueillis dans le cadre du processus d'engagement des postulants à un poste d'employé municipal à la GRC. Le numéro d'assurance sociale est utilisé pour la tenue des relevés comptables d'emploi. ***Usages compatibles :*** Ce fichier est utilisé pour prendre des décisions concernant l'engagement et le continuation du service. On peut aussi se servir de cette information pour le couplage des dossiers suivants : GRC PPU 065 (Dossiers d'habilitation sécuritaires et relative à la fiabilité); GRC PPU 807 (Dossiers administratifs généraux de la GRC). Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. ***Normes de conservation et de destruction :*** Les dossiers que contient ce fichier sont conservés durant une période minimale de deux années civiles suivant la cessation d'emploi. Lorsque le dossier est désigné comme ayant une valeur archivistique ou historique, il est transféré sous le contrôle des Archives nationales du Canada; lorsque le dossier n'est pas ainsi désigné, il est détruit. ***No. APC :*** 69-164 ***Renvoi au dossier # :*** GRC GRC 918 ***Enregistrement (SCT) :*** 001023 ***Numéro de fichier :*** GRC PPE 811

Dossiers des griefs des membres de la GRC

Description : Ce fichier renferme les griefs formulés officiellement par des membres réguliers, des membres spéciaux ou des membres civils de la GRC, concernant un aspect quelconque de leur service. Il renferme aussi les réponses aux griefs et leur règlement définitif. Pour avoir le droit de consulter les dossiers qui les concernent, les intéressés doivent se conformer aux exigences qui figurent sur la formule de demande d'accès à des renseignements personnels et doivent également y indiquer leurs nom, prénoms et numéro matricule. Les membres actifs doivent aussi indiquer leur division. Les personnes qui veulent obtenir des renseignements particuliers doivent indiquer les documents qu'elles désirent consulter afin de faciliter l'acheminement de leur demande. Les renseignements contenus dans ce fichier peuvent être conservés dans des dossiers ou encore sous forme automatisée, par exemple, dans des systèmes tels que le système de soutien bureaucratique de la GRC (ROSS). ***Catégorie de personnes :*** Membres réguliers ou civils de la GRC. ***But :*** Ce fichier a pour but de consigner des renseignements qui sont utilisés par GRC afin de résoudre les griefs et les appels qui ont été formulés en vertu de la partie III de la Loi sur la GRC ou en vertu d'une autre procédure revisée par cette partie. ***Usages compatibles :*** Ces renseignements peuvent également être utilisés aux fins de la recherche, de la formation, de la planification, de l'évaluation et des statistiques et par le comité externe d'examen de la GRC dans le cadre des griefs. On peut aussi se servir de cette information pour le couplage des données dans les fichiers suivant : GRC PPU 070 (Dossiers des postulants); GRC PPU 090 (Distinctions et récompenses); GRC PPE 801 (Dossiers des membres de la GRC); GRC PPE 802 (Dossiers de service des membres de la GRC); GRC PPE 803 (Audiences des comités de promotion/mutation pour les membres de la GRC/dossiers d'affectation de personnel/audiences du conseil d'appréciation des aspirants officiers; GRC PPE 805 (Dossiers disciplinaires actifs et annulés des membres de la GRC; GRC PPE 806 (Dossiers sur la solde des membres de la GRC); GRC PPE 815 (Code régissant la conduite des membres de la GRC en ce qui concerne les conflits d'intérêts et

GRC PPE 806 (Dossiers sur la solde des membres de la GRC); GRC PPE 818 (Programme d'équité en matière d'emploi). Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. ***Normes de conservation et de destruction :*** La GRC conserve les documents pendant la durée de l'emploi, plus deux ans, après quoi les documents sont détruits. ***No. APC :*** 86-001 ***Enregistrement (SCT) :*** 002102 ***Numéro de fichier :*** GRC PPE 815

Dossiers administratifs généraux de la GRC
Description : Ce fichier renferme des dossiers et de la correspondance connexe sur l'acquisition, la distribution et l'élimination des uniformes et de l'équipement de la GRC, l'enregistrement des armes réglementaires, les cartes de circulation et les permis de stationnement. Il contient en outre d'autres renseignements sur divers sujets où la GRC peut accorder ou refuser certains avantages ou privilèges. En raison de la nature des dossiers administratifs généraux, les données contenues dans ce fichier ne sont pas toujours répertoriées sous le nom d'une personne en particulier. En plus de se conformer aux exigences indiquées sur la formule de demande d'accès à des renseignements personnels, les personnes doivent donner suffisamment de détails concernant leur premier contact avec la GRC, y compris la date approximative, le lieu, le numéro matricule et la nature de l'avantage ou du privilège concerné. Les membres actifs doivent indiquer l'endroit où les renseignements auxquels ils désirent avoir accès peuvent être conservés. ***Catégorie de personnes :*** Personnes qui sont ou qui ont été à l'emploi de la Gendarmerie royale du Canada en vertu d'un contrat de service. ***But :*** Ce fichier a pour but de consigner des renseignements qui sont utilisés au niveau de l'administration interne de la Gendarmerie royale du Canada. ***Usages compatibles :*** Ces renseignements peuvent également servir aux fins de la recherche, de la planification, de l'évaluation et des analyses statistiques et peut aussi servir pour le couplage des dossiers dans les fichiers suivants : GRC PPE 806 (Dossiers sur le solde des membres de la GRC) ainsi que dans les systèmes d'entretien d'équipements et parade comme répertoire. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. ***Normes de conservation et de destruction :*** Les dossiers sont conservés au moins deux ans après la date de la dernière correspondance. Dans le cas du dossier sur les effets et équipements, les dossiers sont conservés pour une période de douze mois après la date de la transaction et conservés sur ruban d'appui pour une période additionnelle de quatre ans. Lorsque le dossier est désigné comme ayant une valeur archivistique ou historique, il est transféré sous le contrôle des Archives nationales du Canada; lorsque le dossier n'est pas ainsi désigné, il est détruit. ***No. APC :*** 78-001 ***Renvoi au dossier # :*** GRC GRC 918 ***Enregistrement (SCT) :*** 001019 ***Numéro de fichier :*** GRC PPE 807

Dossiers de service des membres de la GRC
Description : Ce fichier renferme des renseignements qui donnent un aperçu chronologique de la carrière du membre. Les dossiers contiennent les documents relatifs aux demandes d'emploi et d'engagement, les avis de mutation et de changement, les certificats personnels, des renseignements sur les assurances, les déclarations de blessures et d'incapacité des membres et des témoins, les pensions, les lettres de nomination et de licenciement, le certificat de triage sécuritaire ainsi que le numéro d'assurance sociale (NAS), obtenu des lois fédérales, pour l'administration du Régime de pensions du Canada, de la Loi sur l'assurance-emploi et de la Loi de l'impôt sur le revenu. Pour avoir le droit de consulter les dossiers qui les concernent, les intéressés doivent se conformer aux exigences qui figurent sur le formulaire de demande d'accès à des renseignements personnels et doivent également indiquer leurs nom, prénoms et numéro matricule. Les membres actifs doivent indiquer l'endroit où les renseignements auxquels ils désirent avoir accès peuvent être conservés. Les personnes qui veulent obtenir des renseignements particuliers doivent indiquer les documents qu'elles désirent consulter afin de faciliter l'acheminement de leur demande. ***Catégorie de personnes :*** Personnes qui ont été ou qui sont actuellement à l'emploi de la Gendarmerie royale du Canada comme membres réguliers, membres spéciaux, membres civils ou membres de la réserve. ***But :*** Ce fichier a pour but de consigner des renseignements, y compris les numéros d'assurance sociale qui sont utilisés au niveau de l'administration interne de la Gendarmerie royale du Canada et de son régime d'avantages sociaux. ***Usages compatibles :*** Ces renseignements peuvent être utilisés aux fins de la recherche, de la planification, de l'évaluation et des statistiques ainsi que pour le couplage des données dans les fichiers suivant : GRC PPU 070 (Dossiers des postulants); GRC PPU 090 (Distinctions et récompenses); GRC PPE 801 (Dossiers des membres de la GRC); GRC PPE 803 (Audiences des comités de promotion/mutation pour les membres de la GRC/dossiers d'affectation de personnel/audiences du conseil d'appréciation des aspirants officiers; GRC PPE 804 (Dossiers des griefs des membres de la GRC); GRC PPE 805 (Dossiers disciplinaires actifs et annulés des membres de la GRC; GRC PPE 806 (Dossiers sur la solde des membres de la GRC); GRC PPE 815 (Code régissant la conduite des membres de la GRC en ce qui concerne les conflits d'intérêts et l'après-mandat) GRC PPE 818 (Programme d'équité en matière d'emploi). Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. Ces renseignements sont transmis au ministère des Approvisionnements et Services pour ce qui est des fonds de pension et des demandes d'indemnités d'assurance. Ces dossiers sont conservés dans les fichiers de renseignements personnels

membres civils et les gendarmes spéciaux, les membres spéciaux ou grade équivalant à celui d'un officier, qui ont été considérés pour de l'avancement par le Commissaire ou son délégué. ***But :*** Ce fichier a pour but de consigner des renseignements qui servent à choisir des candidats en vue de promotions et de nominations au grade d'officier, ainsi qu'à remplir des postes ainsi que dans la révision des griefs découlant de ces mesures. ***Usages compatibles :*** Ces renseignements peuvent également être utilisés aux fins de la recherche, de la planification, de l'évaluation et des statistiques ainsi que pour le couplage des données dans les fichiers suivant : GRC PPU 070 (Dossiers des postulants); GRC PPU 090 (Distinctions et récompenses); GRC PPE 801 (Dossiers des membres de la GRC); GRC PPE 802 (Dossiers de service des membres de la GRC); GRC PPE 804 (Dossiers des griefs des membres de la GRC); GRC PPE 805 (Dossiers disciplinaires actifs et annulés des membres de la GRC; GRC PPE 806 (Dossiers sur la solde des membres de la GRC); GRC PPE 815 (Code régissant la conduite des membres de la GRC en ce qui concerne les conflits d'intérêts et l'après-mandat) GRC PPE 818 (Programme d'équité en matière d'emploi). Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. ***Normes de conservation et de destruction :*** Les dossiers dans ce fichier sont conservés pendant un minimum de cinq ans après la date du dernier document. Lorsque le dossier est désigné comme ayant une valeur archivistique ou historique, il est transféré sous le contrôle des Archives nationales du Canada; lorsque le dossier n'est pas ainsi désigné, il est détruit. ***No. APC :*** 69-164 ***Renvoi au dossier # :*** GRC GRC 920 ***Enregistrement (SCT) :*** 001015 ***Numéro de fichier :*** GRC PPE 803

Auxiliaires de police

Description : Ce fichier renferme des renseignements personnels sur les personnes qui ont été ou qui sont présentement à l'emploi de la Gendarmerie royale du Canada comme auxiliaires de police. Ces renseignements portent sur l'embauche, le service et la cessation d'emploi des auxiliaires de police de la GRC. Le fichier peut aussi contenir des rapports d'activités et d'appréciation, ainsi que des renseignements relatifs au triage sécuritaire. Les personnes qui veulent consulter ce fichier doivent satisfaire aux exigences qui figurent sur la formule de demande d'accès à des renseignements personnels et indiquer leurs nom, prénoms, date de naissance, genre de travail et l'endroit où elles ont travaillé afin d'obtenir des renseignements pertinents. Les membres actifs doivent indiquer l'endroit où les renseignements auxquels ils désirent avoir accès peuvent être conservés. Les personnes qui désirent obtenir des renseignements particuliers doivent préciser les documents qu'elles veulent consulter afin de faciliter l'acheminement de leur demande. ***Catégorie de personnes :*** Personnes qui ont postulé et obtenu un emploi d'auxiliaire de police. ***But :*** Ce fichier a pour but de consigner des renseignements qui ont été recueillis dans le cadre de processus d'engagement des postulants à un poste d'auxiliaire de police. ***Usages compatibles :*** Ce fichier est utilisé pour prendre des décisions concernant la continuation du service au sein de la GRC. Les renseignements qu'il contient peuvent également servir aux fins de la recherche, de la planification, de l'évaluation et des statistiques ainsi que pour le couplage des données dans les fichiers suivant : GRC PPU 065 (Dossiers d'habilitation sécuritaire et relative à la fiabilité); GRC PPU 807 (Dossiers administratifs généraux de la GRC ainsi que le système d'entretien d'équipement. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. ***Normes de conservation et de destruction :*** Les dossiers que contient ce fichier sont conservés durant une période minimale de deux années civiles suivant la cessation d'emploi. Lorsque le dossier est désigné comme ayant une valeur archivistique ou historique, il est transféré sous le contrôle des Archives nationales du Canada; lorsque le dossier n'est pas ainsi désigné, il est détruit. ***No. APC :*** 69-164 ***Renvoi au dossier # :*** GRC GRC 918 ***Enregistrement (SCT) :*** 001021 ***Numéro de fichier :*** GRC PPE 809

Code régissant la conduite des membres de la GRC en ce qui concerne les conflits d'intérêts et l'après-mandat

Description : Ce fichier contient les demandes de participation à des activités extérieures selon les Consignes du Commissaire. Également inclus sont les rapports d'enquêtes et correspondance concernant les conflits réels ou potentiels, entre les intérêts privés et les fonctions et responsabilités officielles du membre. ***Catégorie de personnes :*** Tous les membres de la GRC. ***But :*** Ce fichier a pour but de relever les situations de conflits d'intérêts réels ou potentiels chez les membres de la G.R.C., de consigner les conflits d'intérêts potentiels. ***Usages compatibles :*** Les renseignements servent à régler les situations de conflits d'intérêts réels ou potentiels et à appuyer les décisions prises au sujet des mutations, des mesures disciplinaires et des cessations d'emploi si des conflits d'intérêts existent. Ils permettent aux agents désignés de déterminer si un ancien membre respecte les mesures d'observation de l'après-mandat qui lui sont applicables. Cette mesure influe sur la capacité du membre quant à sa façon de traiter avec l'ancien membre. On peut aussi se servir de cette information pour le couplage des données dans les fichiers suivant : GRC PPU 070 (Dossiers des postulants); GRC PPU 090 (Distinctions et récompenses); GRC PPE 801 (Dossiers des membres de la GRC); GRC PPE 802 (Dossiers de service des membres de la GRC); GRC PPE 803 (Audiences des comités de promotion/mutation pour les membres de la GRC/dossiers d'affectation de personnel/audiences du conseil d'appréciation des aspirants officiers; GRC PPE 804 (Dossiers des griefs des membres de la GRC); GRC PPE 805 (Dossiers disciplinaires actifs et annulés des membres de la GRC;

Enquêteur correctionnel Canada
Chapitre 66

NOTE : Les renseignements sur les employés du bureau de l'Enquêteur correctional Canada sont détenus par le ministère du Solliciteur général Canada.

Environnement Canada
Chapitre 67

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Autorisations sécuritaires

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Rémunération et avantages

Renseignements divulgués aux organismes d'enquête fédéraux

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Gendarmerie royale du Canada
Chapitre 68

Fichiers particuliers

Audiences des comités de promotion/mutation pour les membres de la GRC/dossiers d'affectation de personnel/audiences du conseil d'appréciation des aspirants officiers

Description : Ce fichier renferme des curriculum vitae, des indicateurs de rendement, des recommandations des comités de promotion/mutation ou des conseils d'évaluation, les résultats d'examens de promotion et/ou les résultats d'entrevues devant le comité de promotion, ou des renseignements sur les postes qui sont comblés, des tableaux de comparaison concernant la sélection du personnel et des descriptions de tâches. Afin d'avoir accès à ce fichier, les membres doivent se conformer aux exigences qui figurent sur le formulaire de demande d'accès à des renseignements personnels et indiquer leurs nom, prénoms et numéro matricule. Les membres actifs doivent aussi indiquer leur division. Les renseignements suivants concernant le poste pour lequel les mesures de dotation ont été prises sont également nécessaires : division/direction, Fonction, année et si possible Service. Pour les aspirants officiers, la date à laquelle le conseil d'appréciation des aspirants officiers a été tenu doit figurer. Les personnes qui veulent obtenir des renseignements particuliers doivent indiquer les documents qu'elle désirent consulter afin de faciliter l'acheminement de leur demande. Les renseignements contenus dans ce fichier peuvent être conservés dans des dossiers ou encore sous forme automatisé, par exemple, dans le système "Information sur les examens".
Catégorie de personnes : Tous les gendarmes, les sous-officiers, les gendarmes spéciaux, les membres spéciaux et les membres civils qui ont écrit l'examen de promotion et/ou se sont présentés devant le comité de promotion ou qui ont été considérés pour une promotion ou une mutation latérale par les jurys des promotions/mutations et qui se sont présentés devant le conseil d'appréciation des aspirants officiers en tant que postulants au grade d'officier et tous les officiers, les

Questionnaire sur le profil des employés de la Direction générale des programmes de la sécurité du revenu
Description : Le fichier contient des renseignements sur les fonctionnaires de la Direction générale des programmes de la sécurité du revenu, y compris leurs nom, classification d'emploi (groupe et niveau), langue maternelle officielle et la formation académique. *Catégorie de personnes :* Les employés de la Direction générale des programmes de la sécurité du revenu. *But :* Le fichier a pour but de déterminer les personnes qui ont besoin de formation. *Usages compatibles :* La planification des ressources humaines. *Normes de conservation et de destruction :* Les fichiers sont conservés jusqu'à une période de deux ans suivant le départ de l'employé. *Note :* Ce fichier n'existera plus en 1995-1996. *No. APC :* 86-001 *Enregistrement (SCT) :* 003121 *Numéro de fichier :* DRHC PPE 815

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Diversification de l'économie de l'Ouest Canada

Chapitre 65

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Primes d'encouragement

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

gestionnaires de cas à tester un programme pilote de gestion des incapacités fonctionnelles qui prévienne les incapacités fonctionnelles et aide les employé(e)s à reprendre le travail de façon rapide et sécuritaire après avoir subit une blessure ou une maladie. ***Usages compatibles :*** L'information contenue dans ce fichier servira à évaluer l'efficacité de la gestion des limitations fonctionnelles ainsi que du Projet pilote. ***Normes de conservation et de destruction :*** L'information ne sera pas retenue pour une période de plus de deux ans après la fin de l'activité reliée au retour au travail de l'employé(e). ***Renvoi au dossier # :*** DRHC CIM 025 ***Enregistrement (SCT) :*** 003410 ***Numéro de fichier :*** DRHC PCE 705

Fichiers particuliers

Étude et planification des carrières

Description : Ce fichier peut renfermer les documents suivants : au moins deux évaluations récentes, les imprimés relatifs à la planification de carrière, un résumé du Système d'information sur les ressources de gestion et un curric ulum vitae. ***Catégorie de personnes :*** Les données portent sur les employés de Développement des ressources humaines Canada. ***But :*** Ces renseignements seront utilisés dans le cadre du processus de l'étude et de la planification des carrières par les membres des comités s'attardant à ces questions de même que par les gestionnaires pour ce qui est des af fectations ou des détachements. Les membres de ces comités ont accès aux renseignements contenus dans le présent fichier, par l'entremise de l'agent de la planification des ressources humaines, ou par le Chef, Planification des ressources humaines et par l'intermédiaire des unités administratives appropriées. ***Usages compatibles :*** On peut utiliser ces renseignements afin de faire l'inventaire des candidats disponibles lors d'un processus de dotation et de relever le nom des candidats qui désirent obtenir des postes précis lorsque ces derniers deviennent vacants. On peut également utiliser ces renseignements pour établir les priorités et pour autoriser la formation et le développement nécessaires pour répondre aux besoins identifiés dans la planification des ressources humaines et pour les prévisions des analyses statistiques et pour les vérifications internes. Ils peuvent également être divulgués aux compagnies de recherche du secteur privé à des fins statistiques, de recherche, de planification et d'évaluation. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant cinq ans lorsqu'ils portent sur les chefs de section. ***Communiquer avec :*** Directeur, Division des services des opérations — Québec, Ressources humaines, DRHC, Place du Portage, Phase IV, 3e étage, Hull (Québec) K1A 0J9. ***Enregistrement (SCT) :*** 002006 ***Numéro de fichier :*** DRHC PPE 802

Programme informatisé sur la planification des ressources humaines

Description : Ce fichier informatisé a été conçu par les gestionnaires pour les aider à élaborer leur plan des ressources humaines. Il contient des donnés sur les postes de DRHIC, sur les employés et les employées, sur les mesures ou les ajustements en matière de dotation ainsi que la formation et le perfectionnement des employés et les employées. Les données sur les postes comprennent et le numéro du poste, le titre, le groupe et le niveau, l'indicateur d'exclusion, les exigences linguistiques, l'unité de travail et le lien hiérarchique (le numéro et le titre du poste du surveillant). Les données sur les employés et employées englobent la date de début dans la fonction publique, la date de naissance, l'adresse et le numéro de téléphone au domicile de l'employé ou de l'employée, le type d'emploi (plein temps, temps partiel, etc.), le titre et le numéro du poste, le lieu et le numéro de téléphone au travail, la capacité linguistique, les antécédents professionnels, les aspirations de carrière, la mobilité, historique sur la formation et le perfectionnement (y compris la formation et évaluation du rendement (ainsi qu'une date de rappel de la prochaine évaluation). Le système tient aussi compte des dates de début et de fin des situations intérimaires, des détachements et des affectations qui comprennent un système actif de rappel. Le module sur les mesures et les ajustements en matière de dotation fait le suivi des domaines qui, de l'avis du gestionnaire, exigeront un suivi quelconque pour s'assurer que les exigences opérationnelles sont satisfaites; ceci comprend les postes qui deviendront vacants suite aux congés d'invalidité de longue durée, à des congés de maternité, à des congés de soins et éducation d'enfants d'âge préscolaire, à des vacances prolongées et suite à toute autre situation qui nécessite un suivi. La module sur la formation et le perfectionnement note les cours disponibles, maintient une liste des employés et employées identifiés pour chaque cours suite au processus d'évaluation, en plus de la situation de la formation (proposée, approuvée, suivie). ***Catégorie de personnes :*** Dossiers et données sur tous les employés et employées actuels de DRHIC, soit indéterminés, termes plus de six mois, termes moins de six mois, plein temps et temps partiels. ***But :*** Les données ont été recueillies pour aider les gestionnaires à dresser leur plan des ressources humaines. ***Usages compatibles :*** Les données servent d'appoint aux fonctions du personnel telles que la planification et le développement des ressources humaines, les évaluations du rendement, la formation, la réinstallation, l'équité en matière d'emploi; el les servent aussi à la production de rapports de gestion (par exemple, sur les langues officielles, l'équité en matière d'emploi, les prévisions d'offre et de la demande de main-d'oeuvre, la formation prévue et achevée, un aperçu de l'âge et du nombre d'années de service de l'employé ou de l'employée projections de retraites possibles). ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant une minimum de deux ans. ***Enregistrement (SCT) :*** 003331 ***Numéro de fichier :*** DRHC PPE 812

Enregistrement (SCT) : 000175 *Numéro de fichier :* MDN PPE 806

Système de garnison du personnel à Alert
Description : Le fichier du système de garnison du personnel à Alert renferme des renseignements personnels se reliant à la sélection du personnel en recherche des communications (Rsch Comm 291) à une affectation liée à la Station des Forces canadiennes Alert. Plus précisément, il comprend les genres de renseignements suivants : grade; numéro matricule; codes d'emploi militaire; qualifications spécifique; sexe; l'histoire individuelle des affectations liées; l'unité d'appartenance; et attestation de sécurité. *Catégorie de personnes :* Les membres militaires en recherche des communications du Ministère de la défense nationale. *But :* L'information est utilisée lors de l'affectation du personnel militaire à la Station des Forces canadiennes Alert. *Usages compatibles :* S'il est nécessaire de réaliser l'affectation à la Station des Forces canadiennes Alert sur une base à tour de rôle, cette information sera utilisée afin d'assurer que tout le personnel militaire est traité d'une façon juste et égale. Ceci se trouve de concert avec le but original des données. *Normes de conservation et de destruction :* Les dossiers sont gardés cinq ans après que le nom des membres a été enlevé de la liste d'éligibilité. *Enregistrement (SCT) :* 002856 *Numéro de fichier :* MDN PPE 871

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Langues officielles

Mesures disciplinaires

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Développement des ressources humaines Canada

Chapitre 64

Fichiers centraux

Dossiers sur l'indemnisation des employés de l'État
Description : Ce fichier renferme les documents suivants : le rapport de l'accident, les documents médicaux, les réclamations d'indemnisation, la correspondance et le registre des indemnités payées. *Catégorie de personnes :* Les employés de l'État et des sociétés de la Couronne constituent la catégorie des personnes visées par ce fichier. Une preuve d'identité peut être demandée avant de permettre la consultation des dossiers. *But :* Ce fichier a pour but d'enregistrer toutes les réclamations d'indemnisation en vertu de la Loi de l'indemnisation des employés de l'État. *Usages compatibles :* Ces dossiers servent à établir la validité des réclamations d'indemnisation et à déterminer le droit de l'employé à une indemnité. *Normes de conservation et de destruction :* Les dossiers sont détruits trois ans après la résolution de la réclamation et ensuite le dossier complet est microfilmé. Les microfilms sont retenus pour 100 ans. *No. APC :* 69-089 Modif. 1 *Enregistrement (SCT) :* 000457 *Numéro de fichier :* DRHC PCE 701

Projet-pilote de gestion des incapacités fonctionnelles
Description : L'information contenue dans ce fichier inclue les renseignements obtenus des employé(e)s des Services correctionnels du Canada, Développement des ressources humaines Canada, Défense nationale et Travaux publics et services gouvernementaux, qui participent au projet-pilote de Gestion des incapacités fonctionnelles. L'information est obtenue des gestionnaires de cas des divers projets afin de préparer et mettre en application un plan individualisé de retour au travail pour cet employé(e). Ce plan spécifie les responsabilités de l'employeur, de l'employé, du médecin traitant et des autres prestataires de services engagés dans le processus de réadaptation et de retour au travail. Il peut aussi contenir un certificat d'un practicien médical compétant faisant état des capacités physiques ou mentales de l'individu(e). *Catégorie de personnes :* Les employé(e)s provenant d'institutions participantes qui ont subi une blessure ou une maladie et qui sont présentement dans leur démarche de réinsertion dans leur lieu de travail. *But :* Le but de ce fichier est d'aider les

membres des leurs familles immédiates. *But :* Les renseignements consignés visent à aider le travailleur social dans ses activités professionnelles de traitement et de gestion de cas. *Usages compatibles :* Conformément à l'ordre du service de santé des Forces canadiennes 8-02, les renseignements des membres des Forces canadiennes et leurs personnes à charge régies par le Code de discipline militaire peuvent être divulgués au commandant, à une commission d'enquête ou une enquête sommaire menant une enquête sur un accident ou un événement qui a causé des blessures ou la mort d'une personne, aux policiers militaires et à des corps spéciaux d'enquêtes dans la conduite d'une enquête légale, aux autorités provinciales ou municipales selon les législations, et aux fins de poursuites judiciaires. *Normes de conservation et de destruction :* Les dossiers sont détruits après cinq années civiles, une fois qu'un cas est réglé. *No. APC :* 69-014 *Renvoi au dossier # :* MDN BSP 405 *Enregistrement (SCT) :* 000181 *Numéro de fichier :* MDN PPE 812

Système d'autorisation du réaménagement du personnel civil

Description : Le système d'autorisation du réaménagement du personnel civil est utilisé par trois membres de la direction du quartier général de la Défense nationale (QGDN) en vue de placer des employés dans des postes vacants. Le système permet d'utiliser un répertoire d'employés civils qualifiés qui sont touchés par le Programme de réaménagement des effectifs (PRE). L'utilisation du système permet de présenter le répertoire d'employés civils qualifiés aux gestionnaires avant qu'ils n'enclenchent le processus de dotation. Dans le cas des employés touchés par le PRE, déclarés excédentaires ou mis en disponibilité, le système capte les données de base suivantes : les données de base du personnel, le numéro du poste de l'employé, le code d'identification de l'unité, le lieu d'affectation de base, la catégorie d'emploi, les données sur les professions, les dates relatives à l'emploi et au réaménagement des effectifs, la mobilité, les compétences et les études ainsi que l'information sur la nouvelle nomination.. *Catégorie de personnes :* Les employés civils du ministère de la Défense nationale qui ont été touchés par la politique sur le réaménagement des effectifs. *But :* L'objectif est d'utiliser le système afin de contrôler les activités de réaménagement des effectifs et de produire des rapports statistiques. Ce système permet d'optimiser les occasions de placer dans des postes vacants les employés touchés par le PRE qui sont déclarés excédentaires ou mis en disponibilité. *Usages compatibles :* L'information est utilisés dans le but de satisfaire aux besoins de l'organisme, en leur fournissant des rapports statistiques sur le PRE. *Normes de conservation et de destruction :* Les dossiers seront gardés pendant une période indéfinie dans le but de fournir des rapports statistiques. *Enregistrement (SCT) :* 003660 *Numéro de fichier :* MDN PPE 895

Système d'information sur le personnel militaire

Description : Ce fichier renferme les sous-systèmes militaires du système des données du personnel intégré comprenant le Système d'information sur le personnel militaire (SIPM), et le Système d'information de la Réserve supplémentaire. Ils contiennent des données telles que le nom, le grade, le numéro de matricule, le sexe, la date et le lieu de naissance, la cote de sécurité, la confession religieuse, l'état civil, les personnes à charge, la catégorie médicale, la catégorie d'emploi militaire, le niveau de scolarité, la langue, le grade et les qualifications professionnelles, le lieu de service, le plan d'enrôlement et les antécédents de service des membres, anciens et actuels, de la Force régulière. On y trouve aussi l'adresse, à la libération, des anciens membres de la Force régulière ou l'adresse actuelle des membres de la Réserve supplémentaire. Des données semblables, mais moins circonstanciées, sont conservées pour tous les membres, anciens et actuels, de la Force de réserve. Les militaires en service actif de la Force régulière reçoivent, individuellement et périodiquement, un Sommaire bilingue des dossiers du personnel (SDP) qui donne un sommaire des données qui les concernent. Les dossiers de militaires libérés des Forces canadiennes ne font pas l'objet de modifications. Les dossiers sont retracés par le numéro de matricule. *Catégorie de personnes :* Les membres, anciens et actuels, des Forces canadiennes (Force régulière et Force de réserve). *But :* Ce fichier automatisé fournit des renseignements aux personnes s'occupant de la gestion ou de l'administration du personnel des Forces canadiennes à tous les paliers du Ministère et les vérifie, tels que le SIF et le SIGME. *Usages compatibles :* L'information de ce fichier est utilisée pour la mise à jour et la réconciliation de fonds de données communs sur le personnel maintenu par le Système centralisé de la solde par ordinateur (SCSO) (MDN PPE 858), et elle est aussi acheminée au Quartier général de commandement strictement pour une mise à jour de leurs fonds de données. Le NAS est rassemblé conformément à la Loi de l'impôt sur le revenu, aux règles régissant le Plan de pension du Canada et la Loi de l'assurance chômage afin de gérer et d'administrer la solde des militaires et, conformément à la Loi électorale du Canada pour fournir annuellement des déclarations de résidence ordinaire aux membres du Parlement. Bien que le NAS fût utilisé depuis 1968 comme identificateur unique pour l'administration du personnel de tous les militaires des FC, le MDN a participé activement dans l'action du gouvernement afin d'éliminer l'utilisation non-légiférée du NAS et, l'a remplacé par un nouveau Numéro militaire (NM). Bien que le NAS sera conservé pour des raisons légales, son usage sera strictement limité. Le nouveau NM est utilisé dans toutes les applications non-légiférées telles l'administration de routine. Suite au processus de conversion, dans tous les cas, l'accès à la liste de renvoi du NAS et du NM sera très strictement contrôlé. *Normes de conservation et de destruction :* Les dossiers sont conservés indéfiniment. *No. APC :* 69-014 *Renvoi au dossier # :* MDN ACP 625

après la libération du militaire, puis versés aux Archives nationales du Canada où il deviennent partie intégrante du fichier numéro APC PCE 720. *No. APC :* 69-014 *Renvoi au dossier # :* MDN CNS 520 *Enregistrement (SCT) :* 000206 *Numéro de fichier :* MDN PPE 838

Relevés de notes — officiers et aspirants officiers
Description : Ce fichier contient les résultats scolaires obtenus chaque année par les étudiants. Les dossiers sont gardés par le secrétaire général du collège et on peut y avoir accès en indiquant nom et prénoms, numéro matricule ou numéro du collège et l'année ou les années où le collège a été fréquenté. *Catégorie de personnes :* Les officiers et les élèves officiers qui fréquentent, ou ont fréquenté, un collège militaire canadien. *But :* Ce fichier a pour objet de tenir un dossier des résultats obtenus chaque année par les officiers et les élèves officiers qui fréquentent ou ont fréquenté un collège militaire canadien (CMC). Les dossiers servent à des fins administratives et statistiques et environ 1200 militaires en font l'objet chaque année. *Normes de conservation et de destruction :* Les dossiers sont conservés indéfiniment à des fins historiques. *No. APC :* 69-014 *Renvoi au dossier # :* MDN REI 370 *Enregistrement (SCT) :* 000212 *Numéro de fichier :* MDN PPE 844

Renseignements — Banque de données — Recherche psychotechnique des Forces canadiennes
Description : Ce fichier informatisé renferme des données sur les tests de sélection, le rendement de la formation et la situation professionnelle au sein des Forces canadiennes (FC) ainsi que des renseignements recueillis au cours de sondages effectués sur les candidats, l'attrition, le harcèlement et les conditions de service. Des données sont conservées à perpétuité sur les candidats des FC et sur les membres, anciens et actuels. Le numéro du candidat, le numéro matricule ou le code d'identification de l'URPFC peut être utilisé pour relier ou assortir les informations de ce fichier à celles du fichier MDN PPE 806 (Système d'information sur le personnel militaire MK 4) et avec le fichier POE 918 (Programme d'équité en matière d'emploi), à des fin communes aux deux fichiers et conformément au motif pour lequel elles avaient été recueillies. Les données ainsi assorties peuvent ensuite être conservées dans l'un ou l'autre fichier ou les deux. *Catégorie de personnes :* Les candidats à un poste dans les Forces canadiennes, les militaires du cadre actif, et les anciens membres des Forces canadiennes. *But :* Ce fichier de données informatisé fournit une base de données pour la recherche sur le personnel, c'est-à-dire pour la sélection professionnelle et les évaluations des programmes/politiques. *Normes de conservation et de destruction :* Les copies originales des formules d'évaluation des candidats CF 283 sont conservées pendant cinq ans, puis sous forme de microfiche pour une période indéfinie. Tous les autres documents sont détruits après une période de cinq ans. Les données automatiser sont conservées indéfiniment. *No. APC :* 69-014 *Renvoi au dossier # :* MDN BPP 360 *Enregistrement (SCT) :* 000184 *Numéro de fichier :* MDN PPE 815

Répertoire du personnel — Fonds non publics (FNP)
Description : Ce fichier contient le numéro d'assurance sociale, le nom, le sexe, la date de naissance, l'état civil, le lieu de travail, le salaire, la date d'emploi et les programmes d'avantages sociaux des Fonds non publics des employés. Ces dossiers se rapportent uniquement aux employés à plein temps et à temps partiel qualifiés des services des Fonds non publics. Pour les consulter, il faut indiquer son nom et ses prénoms et sa date de naissance. *Catégorie de personnes :* Les employés à plein temps et à temps partiel qualifiés des unités des Fonds non publics. *But :* Ces dossiers permettent de conserver les données fournies par les unités de l'administration du Régime d'assurance et de pension et pour des études statistiques. *Usages compatibles :* En vertu du Régime de pensions du Canada les documents à l'appui des versements de prestations et des retenues, y compris le numéro d'assurance sociale, sont fournis au ministère du Revenu national (Impôt). *Normes de conservation et de destruction :* Les dossiers sont conservés pendant trois années civiles après le départ des employés, à des fins statistiques seulement. Les dossiers sont conservés dans le cas des employés qui ont des droits acquis à une pension ou qui ont choisi de différer leur pension jusqu'à leur retraite, leur mort ou le transfert de leur RRERM selon leur demande. *No. APC :* 69-014 *Renvoi au dossier # :* MDN BSP 385 *Enregistrement (SCT) :* 000171 *Numéro de fichier :* MDN PPE 802

Services d'information
Description : Ce fichier renferme les biographies des cadres supérieurs militaires et civils de la Défense nationale. Les personnes qui désirent consulter les dossiers du fichier doivent indiquer nom et prénoms, date de naissance, grade et code d'emploi militaire. *Catégorie de personnes :* Cadres supérieurs militaires et civils de la Défense nationale. *But :* Les renseignements contenus dans ce fichier servent de référence aux responsables des relations publiques dans l'exercice de leurs fonctions. *Normes de conservation et de destruction :* Les dossiers sont transférés au fichier MDN PPE 837 à la retraite. *No. APC :* 69-014 *Renvoi au dossier # :* MDN DSI 065 *Enregistrement (SCT) :* 000196 *Numéro de fichier :* MDN PPE 827

Services sociaux
Description : Ce fichier contient les renseignements notés par les travailleurs sociaux militaires au sujet de leurs clients. Tout militaire et les membres de sa famille immédiate à qui sont fournis des services sociaux sont inscrits dans ce fichier. Pour avoir accès aux documents pertinents, il faut fournir nom et prénoms, numéro de matricule, grade, code d'emploi militaire, endroit et date de(s) l'entrevue(s) en plus du nom de l'intervieweur du militaire en question (s'il y a lieu). *Catégorie de personnes :* Les membres des Forces canadiennes et les

Programme de primes au mérite
Description : Ce fichier contient le règlement du Programme, des données personnelles sur les candidats proposés, des procès-verbaux des réunions, des statistiques et des états de service. Les personnes qui désirent consulter le fichier doivent indiquer leurs nom et prénoms, leur date de naissance, leur grade, leur catégorie d'emploi militaire, et la date à laquelle elles ont été nommées ou ont reçu la prime. *Catégorie de personnes :* Les militaires et les employés civils du ministère de la Défense nationale. *But :* Ce fichier a pour objet d'administrer le Programme de primes au mérite du ministère de la Défense nationale. Il sert au classement des candidats proposés pour la prime au mérite, dont le cas sera étudié par le Comité des primes au mérite et le Conseil des primes au mérite des commandements et des groupes du quartier général de la Défense nationale. *Usages compatibles :* Le numéro d'assurance sociale et l'adresse sont nécessaires pour un chèque de récompense commandé par l'entremise du ministère des Approvisionnements et Services ainsi qu'aux fins d'impôts du ministère du Revenu national (Impôt), conformément à la Loi de l'impôt sur le revenu. *Normes de conservation et de destruction :* Les dossiers sont détruits après trois années civiles. *No. APC :* 69-014 *Renvoi au dossier # :* MDN DSE 045 *Enregistrement (SCT) :* 000195 *Numéro de fichier :* MDN PPE 826

Programme de tests obligatoires de dépistage de drogues des Forces canadiennes
Description : ce fichier contient les résultats des test en laboratoire produit à partir des échantillons d'urine recueillis lors du Programme de tests obligatoires (des Forces canadiennes) de dépistage de drogues. Il contient tous les détails administratifs pertinents à chaque échantillon recueilli ainsi que les décisions administratives prises envers la carrière des membres qui en font la demande en fournissant leurs noms au complet incluant leurs initiales, leurs numéros matricules ainsi que la date et l'endroit où a eu lieu la cueillette (Code d'Identification d'Unité). *Catégorie de personnes :* Membres de la Force régulière et de la Réserve (en affectation à la Force régulière). *But :* Ce fichier servira à conserver les résultats de tests pour fins de statistiques qui serviront aussi de base à l'instauration d'un programme d'éducation préventive, de traitement, de réhabilitation et d'application. Les renseignements serviront aussi aux besoins administratifs prescrit dans le OAFC 19-21. *Usages compatibles :* Les renseignements relatifs aux résultats de tests positifs sont conservés par l'unité des tests obligatoires de dépistage de drogues. Les renseignements seront utilisés au sein du ministère seulement et seront partagés avec les conseillés médicaux/sociaux, les gérants de carrières, la police militaire et le Commandant du membre. Les renseignements serviront au Commandant afin de prendre les mesures administratives nécessaires touchant la carrière des membres conformément à la OAFC 19-21. *Normes de conservation et de destruction :* Les échantillons d'urine sont conservés au laboratoire où le test a eu lieu pour un an et toute documentation est conservée pour deux ans à moins d'une directive contraire du QGDN, et ensuite détruite. Les résultats de tests positifs sont conservés par l'unité des tests obligatoires de dépistage de drogues pour fin de statistique. *No. APC :* 69-014 *Renvoi au dossier # :* MDN PCA 630 *Enregistrement (SCT) :* 003172 *Numéro de fichier :* MDN PPE 890

Programme des primes à l'initiative
Description : Ce fichier contient le règlement du Programme, les documents relatifs à l'administration des initiatives, les procès-verbaux des réunions, les suggestions et les renseignements personnels fournis, ainsi que des données statistiques. Les personnes qui désirent le consulter doivent indiquer leurs nom et prénoms et le Comité des primes à l'initiative promoteur au niveau du Commandement ou de la Base, le numéro de dossier ou l'objet de la suggestion et la date à laquelle elles ont fait leur suggestion ou reçu la prime. *Catégorie de personnes :* Les militaires et les employés civils du Ministère. *But :* Ce fichier a pour objet d'administrer le Programme de primes à l'initiative du ministère de la Défense nationale. *Usages compatibles :* Le numéro d'assurance sociale et l'adresse sont nécessaires pour un chèque de récompense commandé par l'entremise du ministère des Approvisionnements et Services ainsi qu'aux fins d'impôts du ministère du Revenu national (Impôt), conformément à la Loi de l'impôt sur le revenu. *Normes de conservation et de destruction :* Les suggestions acceptées qui aboutissent à une récompense de moins de 1 000 $ sont détruites après trois années civiles et les suggestions qui aboutissent à une récompense de plus de 1 000 $ sont détruites après cinq années civiles. Les suggestions rejetées sont détruites après trois années civiles. *No. APC :* 69-014 *Renvoi au dossier # :* MDN DSE 045 *Enregistrement (SCT) :* 000194 *Numéro de fichier :* MDN PPE 825

Rapports d'appréciation du rendement
Description : Ce fichier contient les rapports d'appréciation du personnel, les rapports de cours et, s'il y a lieu, les biographies, les photographies, les relevés des heures de vols, ainsi que les lettres de recommandation et de récompense. Les personnes qui désirent consulter ces dossiers doivent indiquer nom et prénoms, numéro matricule, grade, code d'emploi militaire et date de libération, s'il y a lieu. *Catégorie de personnes :* Les membres de la Force régulière et de la Force de réserve en service de réserve de classe «C». *But :* Ce fichier constitue un dossier du rendement. Il permet aux coordonnateurs de carrières et aux comités d'étude des promotions au mérite de déterminer, de façon continue, le mérite relatif et l'aptitude des divers candidats à être promus, à suivre des cours de formation, à être gardés dans les Forces, à changer de spécialité, à être reclassifiés, à être libérés. Il sert aussi de base à des décisions administratives relatives à la gestion du personnel. *Normes de conservation et de destruction :* Les dossiers du fichier sont conservés pendant un an

Microdossier de documents du Quartier général
Description : Ce fichier contient des données obtenues lors de l'enrôlement et/ou lors de la mutation à la Force régulière comme le nom, numéro matricule, la religion, la date et la province de naissance, la citoyenneté, la province de naissance des parents, l'adresse au moment de l'enrôlement, des renseignements sur la langue, l'état civil au moment de l'enrôlement, le sexe et l'année de naissance des enfants à charge, la langue d'instruction préférée de ces derniers, des états de service (réserve), des preuves de changement de nom, le serment prêté ou l'affirmation solennelle prononcée au moment de l'enrôlement, et des protocoles d'entente. Il contient aussi des données obtenues lors de l'enrôlement ou de la mutation telles que le changement de nom. Pour consulter ce dossier, il faut indiquer le numéro matricule. *Catégorie de personnes :* Les membres des Forces canadiennes. *But :* Ce microdossier manuel est destiné à l'usage des personnes qui s'occupent de gestion du personnel ou d'administration du personnel de la Force régulière des Forces canadiennes. *Normes de conservation et de destruction :* Les dossiers sont gardés pendant une année à compter de la date de libération du militaire des Forces canadiennes, puis transférés au Centre national des documents du personnel aux Archives nationales du Canada où ils deviennent partie intégrante du fichier numéro APC PPE 718. *No. APC :* 69-014 *Renvoi au dossier # :* MDN ACP 625 *Enregistrement (SCT) :* 000219 *Numéro de fichier :* MDN PPE 855

Personnel militaire — dossier des griefs
Description : Ce fichier constitue un dossier des demandes de redressement de griefs et des décisions rendues à l'égard de ces griefs. Les dossiers sont classés selon le numéro matricule, le nom, le grade, le code d'emploi militaire de la personne concernée, et l'année du grief. *Catégorie de personnes :* Les membres des Forces canadiennes. *But :* Le fichier a pour objet d'enregistrer les demandes de redressement de griefs présentées conformément aux ordonnances et règlements établis en vertu de la Loi sur la Défense nationale ainsi que des décisions rendues à l'égard de ces griefs. *Usages compatibles :* L'enquête, par les Forces canadiennes, des plaintes portées en vertu de la Loi canadienne sur les droits de la personne, par la même personne qui a présenté le grief et ayant trait au même sujet. *Normes de conservation et de destruction :* Les dossiers sont détruits cinq ans après les dernières formalités administratives. No. APC : 69-014 *Enregistrement (SCT) :* 000200 *Numéro de fichier :* MDN PPE 831

Procès-verbaux des cours martiales
Description : Les procès-verbaux des cours martiales constituent un compte rendu exact de tous les témoignages, plaidoiries, décisions, verdicts et sentences des cours martiales, y compris les documents ayant servi de pièces justificatives. Les personnes qui désirent consulter ces dossiers doivent indiquer l'année et l'endroit où s'est réunie la cour martiale, ainsi que les nom et prénoms, et, s'il y a lieu, le rang de l'accusé. *Catégorie de personnes :* Le personnel militaire des Forces canadiennes, ainsi que les personnes justiciables au code de discipline militaire en vertu de l'article 60 de la Loi sur la défense nationale. *But :* Les dossiers sont gardés pour les cas où l'on fait appel des décisions au Tribunal d'appel des cours martiales et à la Cour suprême du Canada, et à des fins administratives. *Normes de conservation et de destruction :* Les dossiers ne sont jamais détruits. *No. APC :* 69-014 *Renvoi au dossier # :* MDN JAG 035 *Enregistrement (SCT) :* 000199 *Numéro de fichier :* MDN PPE 830

Programme d'équité en matière d'emploi pour les Forces canadiennes
Description : Ce fichier contient des renseignements personnels sur les membres, notamment sur leurs antécédents raciaux. Tous ces renseignements ont été recueillis au moyen de questionnaires. Les répondants doivent indiquer volontairement s'ils sont ou non, autochtones, ou s'ils font partie on non, d'une minorité visible. Le numéro matricule peut servir à identifier les membres lorsqu'il est nécessaire d'avoir ces indicatifs afin de pouvoir trouver le dossier de l'employé. *Catégorie de personnes :* Membres de la Force régulière et Première Réserve *But :* Ce fichier contient toute la documentation nécessaire à la mise en oeuvre de la politique d'équité en matière d'emploi pour les Forces canadiennes. C'est grâce à ces renseignements qu'il est possible d'avoir toutes les données au sjuet des employés, présentées selon leur sexe et leur groupe cible (autochtones et dans certains cas, minorités visibles). Ces renseignements sont utilisés afin de réaliser un profil personnel des membres et de comparer la situation des membres des groupes cibles avec celles des autres groupes au sein des Forces canadiennes. Le numéro matricule ou le numéro de l'employé peut servir à établir un lien entre les renseignements contenus dans ce fichier et ceux conservés dans un autre fichier comprenant des renseignements sur les membres (par exemple, le système d'information pour la gestion du personnel). *Usages compatibles :* Les renseignements recueillis sont utilisés dans le cadre des programmes d'équité en matière d'emploi des Forces canadiennes afin de déterminer s'il y a discrimination systémique dans l'embauche, de l'éliminer s'il y a lieu et d'introduire des mesures temporaires spéciales qui permettront aux groupes cibles d'être admis et d'être représentés d'une manière équitable au sein des Forces canadiennes. Les renseignements peuvent également être utilisés à l'élaboration et la mise en oeuvre de politique relative à l'équité en matière d'emploi. Ces renseignements ne seront divulgués que sous forme de compilation statistique. Toutefois, s'il est possible d'identifier un ou des individus en raison d'un petit nombre en cause, ces statistique ne devraient pas être divulguées. *Normes de conservation et de destruction :* Les critères de destruction pour les documents contenus dans ce fichier n'ont pas encore été établis. *Enregistrement (SCT) :* 003342 *Numéro de fichier :* DND PPE 816

commandement. *Usages compatibles :* Ces dossiers sont utilisé pour choisir les officiers à suivre les cours du Collège d'état-major,et pour référence. *Normes de conservation et de destruction :* Les dossiers sont conservés pendant deux ans pour fins statistiques, puis détruits. *No. APC :* 69-014 *Renvoi au dossier # :* MDN CNS 520 *Enregistrement (SCT) :* 000190 *Numéro de fichier :* MDN PPE 821

Les comités de sélection des programmes militaires de promotion au rang d'officier

Description : Ce fichier contient les dossiers sur les comités de sélection pour les programmes de promotion au rang d'officier suivants : formation universitaire — personnel non officier (PFUNO); spécial de promotion au rang d'officier (PSPRO); intégration — officiers sortis du rang (PIOSR); officiers en service limité (OSL), pour les années 1981, 1982 et 1983 seulement; formation des aspirants officiers militaire (PFAOM); et les nominations spéciales au cadre d'officiers (PNSCO), depuis 1986. Chaque dossier renferme les délibérations et les conclusions des jurys de sélection ainsi que les avis de décisions envoyés aux candidats. Pour consulter ces dossiers, il faut fournir son nom et ses prénoms, son numéro matricule, le grade, le code d'emploi militaire (au temps), et l'année de la demande, la nomination ou la sélection pour le programme exact. *Catégorie de personnes :* Personnel non officier des Forces canadiennes qui ont présenté une demande pour les : PFUNO, PSPRO, ou PFAOM; ayant été nommés pour les : OSL ou PIOSR; ou choisis pour le PNSCO. *But :* Ce fichier a pour but d'enregistrer les conclusions des jurys de sélection convoqués pour choisir les non officiers devant être promus officiers dans le cadre de chaque programme. *Normes de conservation et de destruction :* Les messages aux candidats (choisis ou non) sont détruits après deux ans. Toutefois, des copies sont conservées dans le fichier numéro MDN PPE 837. Les rapports du Comité sont conservés à des fins statistiques pendant 20 ans, puis détruits. *No. APC :* 69-014 *Renvoi au dossier # :* MDN CNS 520 *Enregistrement (SCT) :* 002272 *Numéro de fichier :* MDN PPE 847

Les postes civils de la Force de réserve

Description : Ce fichier comprend des renseignements sur les réservistes présentés sous forme de questionnaires dûment remplis comme le numéro de matricule, le nom, les années de scolarité, l'adhésion à un syndicat ou à une association professionnelle, les compétences linguistiques et d'autres renseignements non personnels au sujet de l'employeur civil des réservistes comme le nom de l'employeur et la nature de l'entreprise, si l'employeur fournit ou non des provisions ou des services au MDN ou aux pays membres de l'OTAN et le nombre d'employés de l'entreprise. Les personnes qui désirent consulter ces dossiers doivent indiquer le numéro de matricule, le grade, le nom, l'élément constitutif et l'unité de la Réserve. *Catégorie de personnes :* Les membres de la Force de réserve qui occupent un poste civil pouvant comporter une importance primordiale sur le chapitre de l'effort de guerre. *But :* Ce fichier a pour but d'identifier les réservistes qui occupent un poste civil ou un poste dans l'industrie que l'on juge essentiel à l'effort de guerre. Ces personnes pourraient donc être dans l'impossibilité de se libérer pour le service militaire actif en cas d'urgence nationale. Ces renseignements faciliteront l'élaboration d'un ensemble de directives officielles sur l'emploi dans la Réserve et ce, aussi bien en temps de paix qu'en temps de guerre, à l'égard des personnes qui occupent un poste dans certaines des catégories d'occupations civiles. *Usages compatibles :* Lorsqu'un réserviste est désigné pour occuper un poste clé militaire et qu'il occupe déjà un poste clé civil, le MDN et l'employeur pourront tenter de conclure une entente avec l'aide d'un représentant d'Emploi et Immigration Canada, à titre de médiateur. *Normes de conservation et de destruction :* Les dossiers seront détruits deux ans après les dernières formalités administratives. *Enregistrement (SCT) :* 002105 *Numéro de fichier :* MDN PPE 865

Membres du personnel non officier — liste du total des points accumulés

Description : Ce fichier contient exclusivement des renseignements sur chaque individu : le code d'emploi militaire, le numéro séquentiel, le numéro matricule, le grade, le nom et les initiales, les dates d'enrôlement, de naissance et de libération, le total de points cumulatifs (pour chaque année débutant sept ans précédant la date de libération), pour une période de cinq ans, le pointage total, l'acceptation le rejet. Les personnes qui désirent consulter ces dossiers doivent indiquer le numéro matricule, le grade, le nom de famille ou celui antérieur (s'il y a lieu), le code d'emploi militaire ou le(s) code(s) des emplois militaires antérieur(s), (s'il y a lieu). *Catégorie de personnes :* Le personnel non officier des grades de caporal à adjudant-chef compris. *But :* Ce fichier a pour but de maintenir une liste du pointage cumulatif relatif à la période de service indéterminée pour le personnel non officier. Ces résultats font suite aux débats du comité de sélection convoqué annuellement pour évaluer le personnel non officier aux fins de service continu au-delà de leur date de libération. Cette liste comprend le pointage cumulatif pour une période de cinq ans et commence sept ans avant la date projetée de libération du personnel non officier et s'applique seulement aux militaires du rang servant sur un engagement de durée intermédiaire conformément avec l'ordre administratif des forces canadiennes 6-2. *Normes de conservation et de destruction :* Les dossiers sont conservés depuis 1989 et sont disponibles. Les dossiers sont versés aux Archives nationales du Canada, au centre des documents du personnel, un an après que le militaire cesse d'être membre du cadre actif des Forces canadiennes. Ces dossiers deviennent partie intégrante du fichier numéro APC PPE 718. *No. APC :* 69-014 *Renvoi au dossier # :* MDN CNS 520 *Enregistrement (SCT) :* 002335 *Numéro de fichier :* MDN PPE 870

personnes : Membres des Forces canadiennes, personnel civil travaillant pour le MDN à l'extérieur du Canada, ainsi que les professeurs prêtés par les conseils scolaires municipaux du Canada recevant des indemnités. *But :* Cette banque a pour but de suivre les demandes d'indemnité, et autorisations, d'éducation et indemnités de soins de santé connexes à l'égard des personnes à charge du personnel du MDN servant au Canada comme à l'extérieur du Canada. *Normes de conservation et de destruction :* On garde les dossiers pendant 10 ans avant de les détruire. *No. APC :* 69-014 *Renvoi au dossier # :* MDN DPE 465 *Enregistrement (SCT) :* 003267 *Numéro de fichier :* MDN PPE 876

L'Assurance — Régime d'assurance-revenu militaire (RARM)

Description : On y trouve toutes les demandes des militaires de la Force régulière et de la Réserve en service de classe C concernant le Régime d'assurance-revenu militaire (RARM) et le Régime d'assurance des officiers généraux (RAOG). La compagnie d'assurance-vie Maritime détient le contrat de base. Le fichier contient aussi les avis de décès des membres des Forces canadiennes et les demandes de règlement présentées par les bénéficiaires. Les personnes qui désirent consulter ces dossiers doivent indiquer nom et prénoms, numéro matricule, date de naissance, grade et catégorie d'emploi militaire. *Catégorie de personnes :* Les membres de la Force régulière et de la Réserve en service de classe C, actuels ou anciens, des Forces canadiennes. *But :* Ce fichier contient les renseignements sur tous les membres, actuels et anciens, des Forces canadiennes, qui ont demandé une couverture du RARM et du RAOG ainsi que des renseignements relatifs au décès ou à l'invalidité des membres, actuels ou anciens, des Forces canadiennes qui sont bénéficiaires du RARM, y compris les données concernant les paiements accordés ou refusés. *Normes de conservation et de destruction :* Les dossiers sont détruits après sept années civiles suivant le décès ou l'annulation de la couverture. *No. APC :* 69-014 *Renvoi au dossier # :* MDN DRA 450 *Enregistrement (SCT) :* 000177 *Numéro de fichier :* MDN PPE 808

Le Système d'information du personnel civil

Description : Ce système était préalablement connu sous la rubrique du Système d'information du personnel civil. Le SIGPC est un système amélioré de gestion personnel interactif bilingue et national composé de neuf sous-systèmes intégrés qui supportent presque toutes les principales fonctions et opérations de l'environnement d'administration du personnel civil. Les neuf sous-systèmes sont : ÉTABLISSEMENT ET ORGANISATION : Ce sous-système tient à jour les données sur les postes, les unités et les sections; CLASSIFICATION : Ce sous-système tient à jour les enregistrements de classification tel que classe, points et coordination pertinent au poste; LANGUES OFFICIELLES : Ce sous-système tient à jour les données linguistiques sur les postes et les employées; DOTATION : Ce sous-système tient à jour les données sur la dotation (no de concours, processus, information fondamentales sur le candidat); RÉMUNÉRATION ET AVANTAGES SOCIAUX/CONGÉS : Le sous-système de rémunération et avantages sociaux tient à jour les données sur les employées tel que le nom, CIDP, classes, adresses, salaires, l'emploi. Le sous-système de congé tient à jour toutes sortes d'enregistrements de congés, par exemple les congés accumulés par l'employé(e); SÉCURITÉ : Ce sous-système tient à jour les données sur le niveau d'attestation de sécurité et des exigences d'un poste à cet égard; PLANIFICATION DES RESSOURCES HUMAINES : Ce sous-système tient à jour et assure le suivi des données sur les groupes visés par l'équité en matière d'emploi et les programmes de mesures spéciales, sur les détachements d'employés, sur la participation des employés aux programmes de perfectionnement spéciaux, sur les demandes d'attestation du poste et les employés utilisés pour le redressement des effectifs; et PROGRAMME DE RÉDUCTION DU PERSONNEL CIVIL (PRPC) : contient les données relatives à ce programme, l'expérience professionnelle antérieure de la personne, les noms des remplaçants éventuels, les avantages financiers et les allocations d'études qui sont offertes dans le cadre du PRPC .... *Catégorie de personnes :* Les employés civils du Ministère. *But :* Le but du Système d'information du personnel civil est de donner des renseignements aux gestionnaires du Ministère et aux agents du personnel afin de simplifier leur prises de décisions relatives à des questions du personnel. Il sert également à répondre aux demandes de renseignements précis au sujet du personnel, surtout lorsqu'il s'agit de renseignements protégés. *Usages compatibles :* L'information de ce fichier est utilisée pour la production des rapports aux gestionnaires afin de simplifier leurs prises de décisions relatives. *Normes de conservation et de destruction :* Les bandes magnétiques sont emmagasinées pendant cinq années, après quoi elles sont rayées du système. *No. APC :* 69-014 *Renvoi au dossier # :* MDN ACP 625 *Enregistrement (SCT) :* 000225 *Numéro de fichier :* MDN PPE 861

Les comités de révision/Procédés — Nominations des officiers supérieurs à un collège de commandement et d'état-major

Description : Ce fichier contient les résultats des comités convoqués et des procédés suivit pour étudier les nominations des officiers supérieurs, choisis pour un cours d'un collège de commandement et d'état-major. Les rapports du comité comprennent une liste des officiers choisis en premier et en second, ainsi que les comptes rendus, les observations et les conclusions. Les personnes qui désirent consulter ces dossiers doivent indiquer nom et prénoms, numéro matricule, grade, code d'emploi militaire et les détails relatifs au comité tels que l'année, l'endroit et le nom du Collège d'état-major. *Catégorie de personnes :* Les officiers des Forces canadiennes. *But :* Ce fichier sert à consigner les resultats d'un processus pour choisir les officiers qui sont aptes à suivre les cours du Collège d'état-major et de

Employés des Fonds non publics affectés à des bases et stations des Forces canadiennes
Description : Ce fichier contient des demandes d'emploi, des formules de congé, des fiches de rajustement de paye, des rapports d'appréciation, des questionnaires d'employés (y compris le numéro d'assurance sociale, le nom, la profession, la rémunération, l'état civil, le sexe, la date de naissance et la date d'emploi), et de la correspondance portant sur la carrière de l'employé. On peut avoir accès aux dossiers en indiquant le nom au complet, la date de naissance, la période d'emploi et le lieu d'emploi. *Catégorie de personnes :* Les employés des Fonds non publics affectés dans les Bases et Stations des Forces canadiennes et des personnes qui sont employées directement par le Directeur général des services du personnel. *But :* Ce fichier a pour but de conserver un dossier de la correspondance portant sur la carrière des employés du Fonds non public affectés dans les bases et stations des Forces canadiennes et de ceux qui sont employés directement par la Direction générale des services du personnel. Le fichier est utilisé pour examiner les mesures prises à l'endroit d'un employé, et pour déterminer l'aptitude d'un employé à une promotion, à une mutation ou au maintien à son poste. *Usages compatibles :* En vertu de la Loi de l'impôt sur le revenu et du Régime de pensions du Canada, les documents à l'appui des retenues sur la solde, y compris le numéro d'assurance sociale, sont fournis au ministère du Revenu national (Impôt). *Normes de conservation et de destruction :* Les dossiers sont détruits deux années civiles après la fin de l'emploi. *No. APC :* 69-014 *Renvoi au dossier # :* MDN BSP 385 *Enregistrement (SCT) :* 000172 *Numéro de fichier :* MDN PPE 803

Employés des Fonds non publics des Forces canadiennes — dossiers des demandes d'emploi et des programmes d'avantages sociaux
Description : Ce fichier contient les demandes d'emploi et les pièces de correspondance relatives aux postes supérieurs et aux fonctions de direction, les plaintes du personnel, les réponses et les demandes de renseignements des employés, et les réponses concernant les programmes d'avantages sociaux ou les conditions de travail. Les personnes concernées sont les employés des Fonds non publics du ministère. Les personnes qui désirent consulter le fichier doivent indiquer leur nom et leurs prénoms, leur date de naissance, leurs périodes d'emploi, le sujet et la date initiale du formulaire ou de la correspondance et en plus, le numéro de dossier (si connu). *Catégorie de personnes :* Les employés des Fonds non publics. *But :* Ce fichier sert à l'administration des employés des Fonds non publics. *Usages compatibles :* En vertu de la Loi sur le Régime de Pensions du Canada, les documents à l'appui des versements de prestations et des retenues, y compris le numéro d'assurance sociale, sont fournis au ministère du Revenu Canada (Impôt). *Normes de conservation et de destruction :* Les dossiers sont détruits après cinq années civiles. *No. APC :* 69-014 *Renvoi au dossier # :* MDN BSP 385 *Enregistrement (SCT) :* 000173 *Numéro de fichier :* MDN PPE 804

Harcèlement
Description : Ce fichier contient la correspondance concernant les plaintes et incidents reliés au harcèlement; les entrevues réalisées avec les plaignants et avec la personne qui a été supposément accusée de harcèlement; les entrevues avec les témoins des incidents; les sommations aux enquêtes faites par la direction; et les analyses des situations et les dossiers touchant les décisions prises au sujet d'incidents donnés. Ces renseignements doivent constituer un dossier distinct et ne pas être placés dans le dossier personnel. Lorsque, à la suite d'une enquête, on convient qu'il est nécessaire de prendre une mesure disciplinaire, les renseignements doivent être transférés des fiches de conduite pour les membres des Forces canadiennes et dans le fichier se reportant aux mesures disciplinaires pour des employés civils du ministère. *Catégorie de personnes :* Les membres des Forces canadiennes et les employés civils du ministère. *But :* Ce fichier a pour but d'emmagasiner les renseignements nécessaires qui permettent le traitement de plaintes reliées au harcèlement au travail, il sert à établir s'il y a vraiment un cas de harcèlement et, dans l'affirmative, à déterminer les mesures appropriées, en particulier des mesures disciplinaires, pour mettre fin à cette situation. *Usages compatibles :* Étayer les décisions portant sur les mutations et les mesures disciplinaires pour les membres et les employés. Cette information peut être utiliser si le cas résultant dans un grief ou une plainte sur les droits de la personne. Afin d'appuyer le but du ministère qui est de maintenir le taux de fréquence de cas d'harcèlement à zéro, les résultats et les recommendations des enquêtes d'harcèlement peuvent être divulgués au plaignant(e) et à la personne accusée. Toutes mesures disciplinaires ou administratives prises contre une personne trouvée coupable peuvent aussi être divulgués au plaignant(e). *Normes de conservation et de destruction :* Les dossiers sont conservés deux ans après les formalités administratives. Ils sont ensuite détruits. *Enregistrement (SCT) :* 003005 *Numéro de fichier :* MDN PPE 875

Indemnités d'instruction des personnes à charge
Description : Cette banque des données comprend une base de données dans lesquelles on peut trouver de l'information concernant les indemnités d'éducation et autres indemnités de soins de santé connexes à l'égard des personnes à charge du personnel du MDN en service au Canada comme à l'extérieur du Canada. Cette information comprend le numéro matricule et le nom du personnel du MDN, nom(s) et date(s) de naissance des personnes à charge, lieu d'affectation, indemnités autorisées, ainsi que l'année scolaire pertinente à laquelle correspond l'indemnité. On peut avoir accès aux dossiers en indiquant le nom et le numéro matricule. On identifie les dossiers au moyen du numéro matricule et du nom du militaire du MDN, ainsi que les nom(s) et date(s) de naissance des personnes à charge. *Catégorie de*

But : Ce fichier a pour but de conserver des renseignements sur les cadets de la marine, de l'armée et de l'air des Organismes de cadets du Canada comme on les définis dans les OR (Cadets), depuis leur enrôlement jusqu'à leur libération. Ces dossiers personnels sont utilisés aux fins de la gestion de la carrière des cadets. *Usages compatibles :* Le ministère du Revenu national (Impôt) a besoin, conformément à la Loi de l'impôt sur le revenu du numéro d'assurance sociale aux fins de l'impôt et de la solde. *Normes de conservation et de destruction :* Les corps ou escadrons de cadets conservent les dossiers pendant cinq ans après la date de libération. Les dossiers sont ensuite détruits. *No. APC :* 69-014 *Renvoi au dossier # :* MDN FRC 340 *Enregistrement (SCT) :* 000207 *Numéro de fichier :* MDN PPE 839

Dossiers sur le personnel — instruction
Description : Ce fichier contient des renseignements personnels sur les militaires, des compte rendus de leur rendement aux cours, de leur comportement et de leur tenue. Pour consulter ce fichier, il faut indiquer ses nom et prénom, numéro matricule, grade, code d'emploi militaire, le cours suivi et l'école fréquentée. *Catégorie de personnes :* Les membres des Forces canadiennes. *But :* Le fichier a pour objet de tenir des dossiers sur tous les militaires recevant une formation individuelle aux écoles des Forces canadiennes, exception faite des collèges militaires et des collèges d'état-major. Les dossiers permettent aux écoles des Forces canadiennes d'avoir accès à des renseignements sur les candidats et fournissent au personnel de ces écoles des données pertinentes qui servent à conseiller les participants et à préparer les comptes rendus finals. *Normes de conservation et de destruction :* Les dossiers sont détruits après deux ans, car les renseignements qu'ils contiennent figurent dans le compte rendu officiel sur le cours, que l'on garde dans le dossier des RAR (MDN PPE 838) du militaire pour le reste de sa carrière. Les écoles gardent les dossiers pendant un an, puis les envoient au bureau régional des Archives nationales du Canada, où ils sont conservés un an. Toutefois, les dossiers sur les aspirants officiers qui fréquentent l'école d'aspirants officiers des Forces canadiennes à Chilliwack sont gardés pendant huit mois puis envoyés au bureau régional des Archives nationales du Canada où ils sont conservés pendant trois ans dans le fichier numéro APC PCE 716. *No. APC :* 69-014 *Renvoi au dossier # :* MDN REI 370 *Enregistrement (SCT) :* 000210 *Numéro de fichier :* MDN PPE 842

Dossiers sur les participants au cours de commandement et d'état-major
Description : Le fichier contient des autobiographies, des renseignements personnels sur ces militaires et leur carrière, des évaluations des travaux écrits et oraux et les notes attribuées, des évaluations du rendement obtenu pendant des séances individuelles, des évaluations périodiques du rendement global et un état de toutes les entrevues régulières tenues avec le participant. Pour consulter ces données, il faut indiquer nom et prénoms, numéro matricule et grade/titre. *Catégorie de personnes :* Les officiers des Forces canadiennes, les employés civils du MDN et les officiers des pays alliés et étrangers en visite au Canada. *But :* Ce fichier a pour but de tenir un dossier temporaire sur le rendement observé des officiers des Forces canadiennes et des officiers de pays alliés et étrangers en visite au Canada qui suivent le cours de commandement et d'état-major d'une durée de dix mois qui se donne tous les ans. Le fichier contient également des documents servant à justifier l'évaluation de chaque étudiant. *Usages compatibles :* Le fichier contient également des documents servant à justifier l'évaluation de chaque étudiant. *Normes de conservation et de destruction :* Les dossiers sont détruits après une année. *No. APC :* 69-014 *Renvoi au dossier # :* MDN REI 370 *Enregistrement (SCT) :* 000211 *Numéro de fichier :* MDN PPE 843

Dossiers sur les participants militaires aux études de troisième cycle
Description : Ce fichier contient des renseignements d'ordre personnel ou portant sur des cours de troisième cycle suivis par les officiers tels que nom(s), initiale(s), grade, groupe professionnel militaire et désignation, numéro matricule, numéro du dossier, numéro et date d'autorisation d'inscription, codes numériques "FMS/WCN" s'il s'agit des cours militaires donnés aux États-Unis, catégorie de l'établissement d'enseignement, nom et lieu de l'établissement, titre du cours, genre de programme, code de qualification spécialiste (CQS), poste visé au tableau d'effectif et de dotation, début et fin des cours, frais de scolarité, de livres et de fournitures des cours suivis, code de planification financière (catégorie de rapport général), numéro de référence pour demander l'autorisation d'inscription, message d'affectation, date de fin du service obligatoire, date d'affectation et date de la réception de la thèse. Les personnes qui veulent consulter les dossiers du fichier doivent indiquer leur nom(s) et prénom(s), numéro matricule, grade, groupe professionnel militaire, titre du cours et genre du programme, et nom et lieu de l'établissement de la formation. *Catégorie de personnes :* Les officiers parrainés par les Forces canadiennes et sélectionnés pour aller suivre des cours de troisième cycle *But :* Ce fichier sert à garder des renseignements administratifs concernant les officiers qui participent aux études de troisième cycle afin d'aider à la dotation des postes existants au tableau d'effectif par les militaires dont le profil professionnel correspond aux exigences des postes à combler. *Normes de conservation et de destruction :* À la fin de la formation du militaire, les dossiers sur support en papier sont versés aux fichiers de la banque de données (MDN PPE 837) des carrières du personnel militaire. Les dossiers informatisés sont conservés indéfiniment pour fins de statistiques. *No. APC :* 69-014 *Renvoi au dossier # :* MDN REI 370 *Enregistrement (SCT) :* 003269 *Numéro de fichier :* MDN PPE 878

traitement qu'il suit. Pour consulter ces dossiers, il faut indiquer nom et prénoms, date de naissance, numéro matricule et grade. ***Catégorie de personnes :*** Les membres des Forces canadiennes. ***But :*** Les dossiers dentaires servent, de façon continue, pour la planification et la présentation des soins dentaires aux militaires durant toute leur carrière. Ils sont aussi utilisés à des fins d'identification médico-légale durant le service au sein des Forces canadiennes ou par la suite. ***Normes de conservation et de destruction :*** Un an après la date de libération des Forces canadiennes, les dossiers sont transférés au Centre national des documents du personnel aux Archives nationales du Canada où ils deviennent partie intégrante du fichier numéro APC PCE 717. ***No. APC :*** 69-014 ***Renvoi au dossier # :*** MDN DSD 510 ***Enregistrement (SCT) :*** 000180 ***Numéro de fichier :*** MDN PPE 811

Dossiers du Juge-avocat général/successions militaires

Description : Ce fichier contient le rapport sur l'enquête menée à l'unité sur la succession militaire, et la correspondance échangée ultérieurement avec l'unité sur le rassemblement et la répartition des biens de la succession. Il contient également un registre des pièces de correspondance échangées avec le bénéficiaire nommé dans le testament du défunt ou, s'il y a lieu, celles échangées avec l'exécuteur/administrateur du testament ou avec l'avocat représentant la succession. Le fichier contient également les dossiers financiers de l'avoir en espèces de la succession et des renseignements sur la disposition de cet avoir et des effets personnels. Pour consulter ce fichier, il faut indiquer nom et prénoms, numéro matricule et la date de décès du défunt. ***Catégorie de personnes :*** Les membres décédés de la Force régulière et de ceux de la Force de réserve qui ont fait du service de réserve classe «B» ou «C». ***But :*** Ce fichier a pour objet de documenter les mesures prises en vue d'administrer la succession militaire de membres décédés des Forces canadiennes. Seules les successions militaires de membres décédés de la Force régulière et de ceux de la Force de réserve qui ont fait du service de réserve classe «B» ou «C» font l'objet des dossiers de ce fichier. ***Normes de conservation et de destruction :*** Les dossiers sont gardés jusqu'à ce que l'avocat militaire s'occupant de la succession ait pris toutes les mesures nécessaires, puis ils sont transférés au Centre national des documents du personnel aux Archives nationales du Canada où ils deviennent partie intégrante du fichier numéro APC PCE 716. ***No. APC :*** 69-014 ***Renvoi au dossier # :*** MDN JAG 015 ***Enregistrement (SCT) :*** 000220 ***Numéro de fichier :*** MDN PPE 856

Dossiers médicaux

Description : Ce fichier contient les avis médicaux sur l'aptitude des membres des Forces canadiennes régulières à exercer leurs fonctions, ainsi que des rapports sur les traitements médicaux en cours y compris ceux des hôpitaux des Forces canadiennes. Pour ce qui concerne les militaires en poste dans certaines zones désignées ou appartenant à des unités isolées ou semi-isolées, il est possible que le fichier contienne des renseignements sur le traitement médical suivi par les personnes à la charge des militaires des Forces canadiennes. Le fichier renferme également des dossiers médicaux, des commentaires et des avis, et des données sur des examens et des tests spéciaux. Les personnes qui désirent les consulter doivent indiquer nom et prénoms, numéro matricule, grade, date de naissance, code d'emploi militaire et (s'il y a lieu) l'hôpital des Forces canadiennes avec les dates d'admission et de renvoi. Pour ce qui est des dossiers des personnes à charge, il faut indiquer le nom de ces dernières et celui du militaire en question, leur lien de parenté, ainsi que le numéro matricule du militaire. ***Catégorie de personnes :*** Les membres des Forces canadiennes et les personnes à leur charge. ***But :*** Les dossiers servent de matériel de référence pour le traitement médical et les décisions médicales ou administratives relatives aux carrières. ***Usages compatibles :*** Conformément à l'ordre du service de santé des Forces canadiennes 8-02, les renseignements des membres des Forces canadiennes et leurs personnes à charge régies par le Code de discipline militaire peuvent être divulgués au commandant, à une commission d'enquête ou une enquête sommaire menant une enquête sur un accident ou un événement qui a causé des blessures ou la mort d'une personne, aux policiers militaires et à des corps spéciaux d'enquêtes dans la conduite d'une enquête légale, aux autorités provinciales ou municipales selon les législations, et aux fins de poursuites judiciaires. ***Normes de conservation et de destruction :*** Un an après la date de libération de ce dernier, les dossiers sont transférés au Centre national des documents du personnel aux Archives nationales du Canada où ils deviennent partie intégrante du fichier numéro APC PCE 717. Les normes de conservation et de destruction des dossiers médicaux des dépendants seront conformés à la Loi sur les hôpitaux de la province où le dossier a été créé. Les normes de conservation et de destruction des dossiers médicaux des dépendants initiés à l'extérieur du Canada seront en accord avec la Loi sur les hôpitaux publics de l'Ontario. ***No. APC :*** 69-014 ***Renvoi au dossier # :*** MDN BSS 490 ***Enregistrement (SCT) :*** 000179 ***Numéro de fichier :*** MDN PPE 810

Dossiers personnels — Cadets de la marine, de l'armée et de l'air

Description : On y trouve les formulaires CF 1158, «Demande d'admission — Organismes de cadets», de la formule CF 910, — Déclaration de santé — Aspirants cadets, et CF1364, — Rapport de cours — Cadets de la marine, de l'armée et de l'air ainsi que des dossiers relatifs aux affectations, aux promotions, à la solde, aux cours de qualification et aux activités de cadets (emploi, cours, échange). On peut y avoir accès en donnant le nom au complet, la date de naissance, le numéro matricule, ainsi que le numéro, nom et emplacement du corps ou escadron de cadets. ***Catégorie de personnes :*** Les cadets de la marine, de l'armée et de l'air du Canada

celui-ci a été fréquenté. Pour avoir accès aux dossiers il faut présenter des pièces d'identité valides pendant que le militaire fréquente ce collège. *Catégorie de personnes :* Les aspirants officiers qui fréquentent un collège militaire canadien. *But :* Ce fichier a pour but de tenir un dossier des progrès et réalisations militaires et scolaires des aspirants officiers qui fréquentent un collège militaire canadien (CMC). Les dossiers sont utilisés quotidiennement par les commandants d'escadron et environ 1500 militaires en font l'objet à tout moment donné. *Normes de conservation et de destruction :* Les dossiers sont conservés après l'obtention du diplôme tel qu'indiqué ci-dessous : détruits après deux ans par le RRMC; détruits après quatre ans par le CMR et conservés indéfiniment à des fins historiques par le RMC. *No. APC :* 69-014 *Renvoi au dossier # :* MDN REI 370 *Enregistrement (SCT) :* 000213 *Numéro de fichier :* MDN PPE 845

Dossier personnel permanent des coordonnateurs de carrières

Description : Ce fichier contient des copies de la correspondance et des documents ayant trait à la carrière des militaires, par exemple : enrôlement, service antérieur, curriculum vitae, certificats d'études ou relevés de notes, données sur les compétences linguistiques, lettres de référence, instructions sur l'affectation aux cours, formules de consentement à servir, état de service actuel, contrôle du personnel en vue d'une affectation (OAFC 20-50 annexe A) messages d'affectation et de service provisoire, avancement, réengagement (et plans de déroulement de carrière), décorations, changement de spécialité, préférences en fait de congés à l'âge de la retraite obligatoire, avis de libération projetée, instructions concernant la libération, et demandes personnelles de renseignements, documents médicaux comme les formules de mise en rapport et les fiches de décisions du Conseil médical de révision des carrières, les rapports de blessures, la formule CF 2088, des documents concernant l'attestation d'habilité de sécurité et de fiabilité (Programme de fiabilité du personnel), des rapports de mise en garde et de surveillance, les fiches de conduite, les condamnations pour infractions aux lois civiles (sauf lorsqu'un pardon a été accordé), les décisions des cours martiales, les demandes de prises en considération spéciales, les rapports de l'officier de sélection du personnel ainsi que du travailleur social de région, et les demandes d'affectation pour convenances personnelles. Pour ce qui concerne les métiers des armes de combat, on peut également trouver des déclarations, des documents relatifs aux changements d'insignes du régiment, des demandes et des autorisations selon le Programme de reclassement — Terre, des délégations de pouvoirs, des documents concernant les promotions et les recommandations de promotion, les ratifications, des dossiers de contrôle du personnel choisi en vue d'une affectation outre-mer ou d'une charge comme instructeur ou agent de recrutement, le choix d'uniforme, l'affiliation régimentaire s'il y a lieu; la division du port d'attache (s'il y a lieu), et les décisions et les recommandations du Comité de révision des carrières; les documents reliés au retrait du statut suppléant ou provisoire au réenrôlement. Les personnes qui désirent consulter les dossiers du fichier doivent indiquer leurs nom et prénoms, leur numéro matricule, leur grade, leur catégorie d'emploi militaire ainsi que la date de leur libération, s'il y a lieu. *Catégorie de personnes :* Les membres de l'élément régulier des Forces canadiennes. *But :* Ce fichier a pour objet d'enregistrer des renseignements importants relatifs à la carrière des membres à compter de leur enrôlement jusqu'à leur libération. Les dossiers personnels permanents des coordonnateurs de carrières servent à établir des programmes de carrière. *Normes de conservation et de destruction :* Un an après que le militaire cesse d'être membre du cadre actif des Forces canadiennes, les dossiers sont versés aux Archives nationales du Canada et au Centre national des documents du personnel. Ces dossiers deviennent partie intégrante du fichier numéro APC PCE 718. *No. APC :* 69-014 *Renvoi au dossier # :* MDN CNS 520 *Enregistrement (SCT) :* 000205 *Numéro de fichier :* MDN PPE 837

Dossiers de formation des officiers de sélection du personnel

Description : Ce fichier contient des renseignements sur les officiers de sélection du personnel des Forces canadiennes tels que les renseignements biographiques, rapports de fin de cours, rapports de formation sur le tas, diplômes, rapports de fin d'études supérieures, rapports de formation de spécialiste militaire et non militaire ainsi que les rapports concernant l'emploi spécial, lettres d'appréciation et messages d'affectation et d'avancement. Les personnes qui désirent consulter les dossiers du fichier doivent indiquer leur nom, grade et numéro matricule. *Catégorie de personnes :* Les officiers de sélection du personnel de la Force régulière et de la Réserve. *But :* Ce fichier aide à la sélection des membres pour fins de formation et de développement professionnel ainsi qu'à la sélection des membres ayant les qualités requises pour travailler à titre d'instructeur ou de surveillant. *Normes de conservation et de destruction :* Les dossiers sont conservés par le Ministère jusqu'à ce que l'individu ait atteint l'âge de retraite obligatoire ou le grade de lieutenant-colonel, puis sont détruits. *No. APC :* 69-014 *Renvoi au dossier # :* MDN CNS 520 *Enregistrement (SCT) :* 003268 *Numéro de fichier :* MDN PPE 877

Dossiers dentaires

Description : Ce fichier contient des évaluations de l'aptitude, pour ce qui a trait à l'état de leurs dents, des militaires du cadre actif des Forces canadiennes régulières à exercer leurs fonctions ainsi que des renseignements sur les soins dentaires qu'ils reçoivent. On y trouve des dossiers médicaux et dentaires; des commentaires, des avis, des informations sur des examens et des tests médicaux et dentaires spéciaux. Pendant la carrière du militaire, ses dossiers dentaires sont retenus par le détachement dentaire responsable du

service au Canada. ***But :*** Ce fichier sert purement à fournir un moyen infaillible d'identification du personnel qui aurait pût avoir été victime de blessures sérieuses, d'amnésie ou de mort en temps de guerre ou de paix. Les empreintes digitales dans ce fichier peuvent également être utilisées par le Ministère pour les enquêtes relatives de sécurité et de fiabilité de ses employés. ***Usages compatibles :*** Les usages sont la vérification de l'identité du personnel et peut être utilisée pour les enquêtes de sécurité et de fiabilité de ses employés. ***Normes de conservation et de destruction :*** Les dossiers sont conservés par le Ministère pendant cinq ans suivant la libération; puis ils sont détruits. Les dossiers sur les personnes décédés sont détruites deux ans après la date du décès. Les empreintes digitales du personnel des Forces alliées sont détruites après l'expiration de la période d'affectation au Canada. ***No. APC :*** 69-014 ***Enregistrement (SCT) :*** 000170 ***Numéro de fichier :*** MDN PPE 801

Dossier des pensions
Description : Ce fichier contient des preuves de service antérieur, des formules de demande de pensions, des données concernant l'état civil de membres des Forces canadiennes et des personnes à leur charge, des renseignements et des pièces de correspondance touchant les pensions. Pour consulter ces dossiers, il faut indiquer nom et prénoms, et numéro matricule. ***Catégorie de personnes :*** Les membres des Forces canadiennes. ***But :*** Ce fichier sert à déterminer les prestations de retraite revenant aux membres des Forces canadiennes (Force régulière) au moment de leur libération. Les renseignements contenus dans ce fichier peuvent être utilisés aux fins de recherches statistiques, de planification, d'exécution et d'évaluation des politiques gouvernementales en matière de personnel, relatives aux pensions et à la retraite par limite d'âge. ***Usages compatibles :*** En vertu de la Loi de l'impôt sur le revenu, les documents à l'appui de l'admissibilité à la pension, y compris le numéro d'assurance sociale, sont fournis au ministère des Approvisionnements et Services (ASC PPE 701, Base de données du système des pensionnés) aux fins d'émission des chèques de pension ainsi qu'au ministère du Revenue national (Impôt) pour le fichier RCI PPU 005, Déclaration d'impôt sur le revenu des particuliers. ***Normes de conservation et de destruction :*** Les dossiers sont gardés par la Direction des Services de la solde, jusqu'à la libération du militaire puis ils sont envoyés au Centre des documents du personnel aux Archives nationales du Canada où ils deviennent partie intégrante du fichier numéro APC PCE 719. ***No. APC :*** 69-014 ***Renvoi au dossier # :*** MDN BDF 765 ***Enregistrement (SCT) :*** 000223 ***Numéro de fichier :*** MDN PPE 859

Dossier des procès-verbaux d'enquêtes de la police militaire
Description : Ce fichier contient de l'information personnelle sur des individus qui ont été impliqués dans un incident y compris une offense criminelle ou de sécurité, sur investigation par la police militaire. Aussi, le fichier conserve également les résultats des enquêtes autorisées. Il comprend des rapports d'investigations et des rapports d'incidents, des déclarations écrites, des registres, des photographies, des pièces à conviction, des cartes d'index, des listes de preuves, des télégrammes contenant de l'information sur l'investigation, des documents civils ou militaires de la cour, et toute autre correspondance ayant rapport à ces fins. Les personnes sont identifiées par leur numéro matricule, leur nom et initiales, date de naissance et le rapport dans lequel elles sont mentionnées est identifié par le numéro du dossier correspondant au délit commis ou à l'offense, et par la date de l'événement. L'information contenue dans le fichier peut être conservée sur des documents de papier, sur microfiches ou sur support informatique. Pour consulter ces dossiers, il faut indiquer son nom et prénoms, son numéro matricule (non obligatoire), le délit ou l'offense commis, l'endroit et la date. ***Catégorie de personnes :*** Les membres des Forces canadiennes et les employés civils du Ministère de la Défense nationale et le membres du public qui sont impliqués dans des situations criminelles sur les territoires de la Défense nationale. ***But :*** Ces renseignements sont utilisés par les autorités ministérielles aux fins d'administration du personnel, de mesures disciplinaires, d'enquête de sécurité et de crédibilité, pour les affectations, le service contenu, les appels, les poursuites civiles et criminelles, les enquêtes, la répression du crime, l'admissibilité au traitement médical, les pensions, l'indemnisation des blessures occasionnées par des actes criminels ainsi que pour la recherche, la planification, l'évaluation et les statistiques. ***Usages compatibles :*** L'information peut être partagée avec les agences d'investigation et les forces de l'ordre, au Canada et à l'étranger, pour fins d'administration ou d'application de la loi, et pour la détection, la prévention ou la répression du crime en général. ***Normes de conservation et de destruction :*** Les dossiers de cette banque tenue à l'extérieur du QGDN sont détruits 2 ans après la dernière utilisation administrative ou juridique, tandis que les dossiers tenus au QGDN sont transférés aux Archives nationales après 10 années civiles. Certains dossiers peuvent être retenus pour une période indéterminée, si jugés être des archives de valeur ou s'ils sont jugés être d'une valeur historique au ministère de la Défense nationale. ***No. APC :*** 69-014 ***Renvoi au dossier # :*** MDN RMS 085 ***Enregistrement (SCT) :*** 000203 ***Numéro de fichier :*** MDN PPE 835

Dossier personnel de l'escadron — Aspirants officiers
Description : Le dossier personnel de l'escadron contient des comptes rendus sur la formation scolaire et militaire reçue; des renseignements sur les réalisations du militaire, les récompenses reçues, les séances d'orientation qui ont eu lieu; des notes des orienteurs; des précisions sur les décisions administratives et disciplinaires prises. Pour consulter les dossiers du Collège militaire royal (CMR) du Royal Military College (RMC), et du Royal Roads Military College (RRMC), il faut indiquer nom et prénoms, numéro matricule ou le numéro du collège et les années où

observations, les noms des personnes citées à titre de référence et leurs remarques et, dans la mesure du possible, les noms et occupations des associés et de ses contacts sociaux. Ce fichier renferme des renseignements personnels sur les personnes qui sont ou qui ont été soumises à des procédures de tirage sécuritaire relatives à l'engagement au sein du CF/MDN ou nécessitant l'accès à des renseignements et des biens protégés. Les renseignements contenus dans ce fichier servent à déterminer si une personne qui a accès à des renseignements protégés répond aux exigences de vérification sécuritaire. La vérification relative à la fiabilité vise à évaluer l'honnêteté, la loyauté et la discrétion de personnes qui ont accès à des renseignements délicats ou à des biens du gouvernement; ou accès à des sommes d'argent, des drogues et du matériel dangereux, ou qui sont responsables du bien-être de personnes sous garde ou sous surveillance. Les personnes qui veulent obtenir des renseignements particuliers doivent spécifier les documents qu'elles désirent consulter afin d'accélérer l'acheminement de leur demande. Les dossiers sont classés selon le nom de famille, les initiales et la date de naissance de l'individu. Cependant, la personne qui a quitté la Défense nationale avant 1990 doit aussi fournir son numéro d'assurance social. ***Catégorie de personnes :*** Les membres des Forces canadiennes et les employés du ministère (anciens et actuels). Conformément au processus de tirage et d'habilitation relative à la fiabilité, le fichier peut contenir des renseignements sur des personnes autres que celles faisant l'objet de l'évaluation de sécurité ou d'habilitation relative à la fiabilité. ***But :*** Ce fichier a pour objet de conserver des documents d'enquête servant à évaluer la loyauté envers le Canada et l'honnêteté d'une personne qui a eu ou doit avoir accès à des documents classifiés en vue de l'octroi d'une autorisation de sécurité ministérielle ainsi que des documents servant à évaluer l'honnêteté d'une personne, préalablement à l'engagement, afin que cette personne puisse avoir accès à des renseignements de nature délicate, à des biens de valeur, ou à du matériel dangereux dont elle assurerait la garde et la surveillance. ***Usages compatibles :*** Les données peuvent être utilisés dans le cadre de situations qui, pour des motifs raisonnables, constituent des menaces envers la sécurité du Canada ou du Ministère. Ils peuvent également être utilisés au cours d'enquêtes licites. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pour une période minimale de dix ans à compter de la date de la dernière action administrative au dossier ***No. APC :*** 69-014 ***Enregistrement (SCT) :*** 001782 ***Numéro de fichier :*** MDN PPE 834

Dossier des articles de la solde

Description : Ce fichier contient des données sur la solde et les indemnités touchées par les membres des Forces canadiennes (Force régulière et service de réserve), actuels et anciens, depuis 1947. On y trouve aussi les déductions comme l'impôt sur le revenu, les cotisations aux régimes de pension, au Régime de pension du Canada et les contributions à l'assurance-emploi, aux régimes d'assurance-maladie et d'assurance-hospitalisation, les paiements figurant sur les feuilles d'émargement et ceux versés à des tiers par voie de délégation de solde, et y compris la documentation ayant trait aux versements obligatoires. Pour consulter les dossiers de ce fichier, il faut indiquer nom et prénoms, numéro matricule, et numéro d'assurance sociale. ***Catégorie de personnes :*** Les membres des Forces canadiennes (Force régulière et service de réserve). ***But :*** Ce fichier a pour objet d'enregistrer les articles individuels de solde des membres des Forces canadiennes (Force régulière et service de réserve). Il permet au système centralisé de la solde par ordinateur de déterminer et d'enregistrer les montants de la solde revenant aux militaires et les déductions applicables. Les renseignements contenus dans ce fichier peuvent être utilisés aux fins de recherches statistiques, de planification, d'exécution et d'évaluation des politiques gouvernementales en matière de personnel, relatives à la solde et aux indemnités et aussi afin de pouvoir assister le MDN à récupérer les dettes dues à la Couronne par l'intermédiaire d'agences. ***Usages compatibles :*** En vertu de la Loi de l'impôt sur le revenu, de la Loi sur l'assurance-emploi et du Régime de pensions du Canada les documents à l'appui des retenues et de la solde, (y compris le numéro d'assurance sociale), sont fournis aux ministères des Travaux publics et Services gouvernementaux Canada et le MDN par l'intermédiaire d'agences de recouvrement, département de la justice, départements fédéraux et autres. ***Normes de conservation et de destruction :*** Les données du fichier central de la solde sont enregistrées sur microfilms à intervalles réguliers et détruits après 54 ans. Depuis 1976, ils sont conservés sur des disques/rubans et peuvent être accessible par ordinateur. ***No. APC :*** 69-014 ***Renvoi au dossier # :*** MDN BDF 765 ***Enregistrement (SCT) :*** 003788 ***Numéro de fichier :*** MDN PPE 858

Dossier des empreintes digitales à la Défense nationale

Description : Ce fichier contient les renseignements suivants sur les membres des Forces canadiennes, sur les employés civils du Ministère et sur les membres des Forces alliées en service au Canada : empreintes digitales, numéro de la SED, numéro matricule/civil CID, nom, signature, sexe, date et lieu de naissance, date et lieu d'enrôlement, occupation ou métier, couleur des cheveux et des yeux, taille, poids, teint, cicatrices, amputations, taches de naissance, difformités, tatouages, date et lieu où ont été prises les empreintes digitales ainsi que les dates de tout emploi antérieur dans les Forces canadiennes, la Gendarmerie royale du Canada ou la Fonction publique. Les personnes qui désirent consulter ces dossiers doivent fournir leur nom, numéro matricule/civil (CID) et, comme preuve de leur identité, elles doivent également fournir leur empreinte digitale à l'encre noir. ***Catégorie de personnes :*** Les membres des Forces canadiennes; les employés civils du Ministère de la Défense nationale et les membres des Forces alliées en

statistiques et historiques. *No. APC :* 69-014 *Renvoi au dossier # :* MDN CNS 520 *Enregistrement (SCT) :* 000183 *Numéro de fichier :* MDN PPE 814

Demandes de renseignements adressées par des organismes d'enquête et réponses à ces demandes
Description : Ce fichier contient toutes les demandes de renseignements présentées au ministère de la Défense nationale par les organismes d'enquête énumérés à l'annexe II des règlements sur la protection des renseignements personnels conformément à l'alinéa 8(2) e) de la Loi sur la protection des renseignements personnels. Le fichier contient également les réponses à ces demandes ainsi que des renseignements concernant leur traitement. On peut y avoir accès en indiquant ses nom et prénoms, grade, classification ou code d'emploi militaire (s'il y a lieu). *Catégorie de personnes :* Les membres des Forces canadiennes et les employés civils du Ministère. *But :* Ce fichier a pour but de tenir un dossier de statistiques qui rend compte du nombre de demandes de renseignements reçues chaque année et présentées au Commissaire à la protection de la vie privée en vertu de l'alinéa 8(2) e) de la Loi sur la protection des renseignements personnels. *Normes de conservation et de destruction :* Les données contenues dans le fichier sont détruites après deux ans à compter de la date de la dernière pièce de correspondance concernant ces demandes. *No. APC :* 69-014 *Renvoi au dossier # :* MDN ACP 610 *Enregistrement (SCT) :* 000218 *Numéro de fichier :* MDN PPE 854

Désignation des personnes à charge supplémentaire, demandes d'un complément de rémunération et demandes de remboursement de frais médicaux ou de frais d'hospitalisation à l'extérieur du Canada
Description : Ce fichier contient des renseignements sur les caractéristiques de la personne à l'égard de laquelle la demande a été présentée. Pour repérer ces dossiers, il faut indiquer le nom de la personne à charge et sa date de naissance, celui du militaire ainsi que leur lien de parenté, les nom et prénoms du militaire, son numéro matricule, son grade et son code d'emploi militaire. *Catégorie de personnes :* Les membres des Forces canadiennes et les personnes à charge supplémentaire des membres. *But :* Ce fichier constitue un dossier sur les personnes à charge supplémentaire des membres des Forces canadiennes en poste à l'extérieur du Canada aux fins du remboursement des frais médicaux et des frais d'hospitalisation. *Normes de conservation et de destruction :* Les dossiers sont détruits après deux années civiles. *No. APC :* 69-014 *Renvoi au dossier # :* MDN DRA 450 *Enregistrement (SCT) :* 000178 *Numéro de fichier :* MDN PPE 809

Désignation des prisons militaires et des casernes de détention
Description : Ce fichier renferme les dossiers relatifs aux personnes qui ont été incarcérées dans des prisons et casernes de détention militaires. Le personnel de garde se sert de ces dossiers remplis à des fins administratives et de contrôle pendant l'incarcération d'une personne purgeant une peine. Parmi ces dossiers on retrouve ceux qui portent sur l'admission, la discipline, l'entretien des effets personnels, la remise de peine et la libération. On peut obtenir les dossiers en donnant le numéro matricule, le nom, le numéro d'identification de détention, le lieu et les dates d'incarcération. *Catégorie de personnes :* Les personnes qui sont ou ont été incarcérées dans des prisons et des casernes de détention militaires. *But :* Ce fichier sert à contrôler les documents administratifs et juridiques relatifs à l'incarcération d'une personne, à inscrire toute mesure disciplinaire prise à son égard, à assurer le respect des politiques et modalités relatives à l'administration de l'incarcération d'un détenu, à faciliter le calcul de nombre de jours de remise obtenus par un détenu et à participer au processus de prise de décision relatif à ce nombre de jours. *Normes de conservation et de destruction :* Les documents que renferme ce fichier sont détruits deux ans après leur dernière utilisation administrative. *No. APC :* 69-014 *Enregistrement (SCT) :* 001765 *Numéro de fichier :* MDN PPE 863

Distinctions et récompenses militaires
Description : Ce fichier contient une liste du personnel ayant reçu des distinctions et récompenses militaires, à un certain nombre de cérémonies militaires concernant des navires, des édifices, la royauté, le gouverneur général, les citoyennetés d'honneur, et des activités connexes comme les cérémonies commémoratives de l'unité. Les personnes qui désirent consulter ces dossiers doivent indiquer nom et prénoms, date de naissance, grade et codes d'emplois militaires, date et événement en question. *Catégorie de personnes :* Les militaires des Forces canadiennes et les employés civils du Ministère. *But :* Ce fichier a pour but d'établir et de tenir un dossier des distinctions et récompenses décernées aux membres des Forces canadiennes, ainsi que d'un certain nombre d'activités liées aux cérémonies de la Défense nationale. *Normes de conservation et de destruction :* Les dossiers sont gardés pendant cinq années civiles, puis transférés aux Archives nationales du Canada où ils deviennent partie intégrante du fichier numéro APC PCE 716. *No. APC :* 69-014 *Renvoi au dossier # :* MDN DDC 420, MDN DDC 445 *Enregistrement (SCT) :* 000192 *Numéro de fichier :* MDN PPE 823

Dossier d'enquête sur la sécurité et vérification relative à la fiabilité
Description : Ce fichier contient des renseignements personnels, des casiers judiciaires, des analyses de sécurité des rapports d'enquête, des vérifications de solvabilité de la correspondance connexe, des documents générés par le Comité de révision des autorisations de sécurité et les appels logés du Comité de surveillance des activités de renseignements de sécurité. Les dossiers de vérification relatifs à la fiabilité s'appliquent à l'engagement du sein des FC/MDN. Ces dossiers contiennent des renseignements personnels traitant du sujet, sa famille immédiate, les noms et observations de ses employeurs précédents et leurs

documents. Les dossiers deviennent partie intégrante du fichier numéro APC PCE 716 ou APC PCE 717. ***No. APC :*** 69-014 ***Enregistrement (SCT) :*** 000201 ***Numéro de fichier :*** MDN PPE 832

Conseil de promotion des membres du personnel non-officier — liste des candidats selon l'ordre de mérite

Description : Ce fichier contient exclusivement, pour chaque individu, le numéro matricule; le grade; le nom et les initiales; la classification; le code d'emploi militaire; la principale langue officielle; la langue seconde; les dates d'ancienneté, d'enrôlement, de naissance et de libération; le sexe (jusqu'en 1986 seulement); la note selon le mérite; la qualification et l'ancienneté dans le grade. Le dossier sert pour l'année de promotion pour laquelle il a été établi. Les dossiers d'un membre sont disponibles à celui-ci et/ou à son commandant sur demande par écrit du membre en donnant leur numéro matricule, le grade, les nom et prénom, ou le nom de famille précédent (s'il y a lieu), le code des emplois militaire ou le(s) code(s) des emplois militaires antérieur(s) (s'il y a lieu) et l'année de la promotion au grade actuel. ***Catégorie de personnes :*** Le personnel non-officier des grades de Caporal à Adjudant-maître des Forces canadiennes (Force régulière), inclusivement. Dans le cas du grade d'adjudant-chef, les renseignements sont disponibles jusqu'en 1986 seulement. ***But :*** Ce fichier a pour but de maintenir un état nominatif du personnel non-officier selon l'ordre de mérite établi par le Conseil de promotion du personnel non-officier. Le Conseil de promotion est convoqué annuellement pour évaluer le personnel non-officier utilisant un système fondé sur le rendement et les possibilités. Cette liste de mérite sert à sélectionner les candidats pour une promotion, un cours de formation, une conversion de période de service, un emploi et une formation spécialisée. ***Normes de conservation et de destruction :*** Depuis 1979, les dossiers sont conservés vingt ans à des fins statistiques, puis détruits. ***No. APC :*** 69-014 ***Renvoi au dossier # :*** MDN CNS 520 ***Enregistrement (SCT) :*** 000209 ***Numéro de fichier :*** MDN PPE 841

Conseil de promotion des officiers — liste des candidats selon l'ordre de mérite

Description : Le rapport de la Commission d'étude comprend entre autres une liste des officiers par ordre de mérite, et les renseignements suivants sur chaque officier : position sur la liste de mérite, numéro matricule, nom, initiales, classement, code des emplois militaires (CEM), grade actuel, ancienneté actuelle et précédente et date d'entrée dans la zone de promotion. S'il y a lieu, le rapport de la Commission d'étude renferme des renseignements personnels sous forme de conclusions et de recommandations. Ce fichier contient également les offres, l'acceptation ou le refus, d'une période d'engagement spécial de durée indéterminée et indéfinie (selon le cas). Les dossiers d'un membre sont disponibles à celui-ci et/ou à son commandant sur demande par écrit du membre en donnant le nom au complet de l'officier, son numéro matricule, son grade pour chaque année indiquée dans la demande, y compris la date de promotion à chaque grade, le ou les CEM antérieur(s) (s'il y a lieu), la date de changement de CEM (s'il y a lieu), la date initiale de toute période de prolongation de service (s'il y a lieu) et les dates de libération et de réengagement (s'il y a lieu). ***Catégorie de personnes :*** Les officiers des Forces canadiennes (Forces régulières). ***But :*** Ce fichier contient des renseignements personnels et les listes des officiers par ordre de mérite établies par les commissions d'étude des promotions des officiers. Ces 25 commissions se réunissent une fois par année pour évaluer les officiers par ordre de mérite en se basant sur leur rendement et leurs compétences. Les renseignements personnels et les listes des officiers par ordre de mérite servent à choisir les officiers qui seront promus ou participeront à des cours, à déterminer les aptitudes d'une personne pour un emploi ou à effectuer la conversion des engagements de service. Ils sont aussi utilisés par les commandants pour le développement professionnel et l'avancement de carrières. ***Normes de conservation et de destruction :*** Les dossiers sont conservés depuis 1979 et sont disponibles. Ceux-ci et les futurs dossiers seront conservés pour vingt (20) ans aux fins statistiques et de promotion, et détruits par la suite. ***No. APC :*** 69-014 ***Renvoi au dossier # :*** MDN CNS 520 ***Enregistrement (SCT) :*** 000208 ***Numéro de fichier :*** MDN PPE 840

Conseils médicaux de révision des carrières

Description : Ce fichier contient la catégorie médicale de la personne en question ainsi que les limitations d'emploi associées avec celle-ci, les recommandations des autorités médicales militaires, du Médecin-chef du Commandement, du Directeur des carrières militaires, le rapport de l'Agent de sélection (dans certains cas), renseignements personnels soumis par le membre, les recommandations des autorités militaires, un certificat médical préparé par le personnel du chef du Service de santé, ainsi que les décisions du conseil médical. Les personnes concernées sont invalides ou inaptes à exercer leurs fonctions. Le fichier inclut également les militaires aptes à s'acquitter de leurs fonctions, avec et sans restrictions. Pour consulter ces dossiers, il faut indiquer nom et prénoms, numéro matricule, grade, code d'emploi militaire, le sujet, date, mois et année du comité. ***Catégorie de personnes :*** Les membres des Forces canadiennes et les membres de la Force de réserve en service de réserve classe «C» du grade de major ou d'un grade inférieur. ***But :*** Ce fichier a pour but d'enregistrer les décisions prises par les conseils médicaux de révision des carrières convoqués pour décider des dispositions à prendre pour les membres de la Force régulière et de la Force de Réserve en service de réserve de classe «C» du grade de major ou d'un grade inférieur et dont la catégorie médicale est inférieure à celle requise pour exercer les fonctions de leur classification. ***Usages compatibles :*** Records historiques et référence ***Normes de conservation et de destruction :*** Les dossiers sont conservés en permanence uniquement à des fins

peuvent servir à la préparation de rapports à des fins d'analyse statistiques ou d'enquête sur un incident. *Normes de conservation et de destruction :* Les renseignements sur l'accès aux installations du MDN et la sortie de celles-ci ne sont recueillis que pour des raisons de sûreté et sont gardés pendant deux ans à des fins d' enquêtes sur des incidents; puis ils sont détruits. Les données sur les personnes décédés sont détruites deux ans après la date du décès. Toutes les autres données sont gardées pendant cinq ans après la libération ou le départ de l'individu du Ministère; puis elles sont détruites. *Enregistrement (SCT) :* 003681 *Numéro de fichier :* MDN PPE 896

Code régissant les conflits d'intérêts et l'après-mandat — Militaire
Description : Ce fichier comprend le document attestant que les titulaires de charge publique comprennent le Code, des documents confidentiels indiquant les biens, les exigibilités et la participation à des activités extérieures selon les dispositions de l'OAFC 19-37, et peut contenir des rapports d'enquêtes et des pièces de correspondance concernant des conflits réels ou éventuels entre les intérêts privés ou les biens d'un militaire et ses fonctions et responsabilités officielles. Il peut aussi contenir des rapports et de la correspondance concernant des offres d'emploi concrets et éventuels. Pour consulter ce fichier, il faut donner les nom et prénoms, le numéro de matricule et le grade. *Catégorie de personnes :* Les militaires membres des Forces canadiennes régulières et les membres de la Réserve en période de service continu. *But :* Ce fichier renferme des renseignements nécessaires pour appliquer le Code régissant les conflits d'intérêts et l'après-mandat pour les personnes titulaires d'une charge publique au sein des Forces canadiennes; il a également pour objet de tenir un registre des conflits d'intérêts éventuels et de leur règlement, ou de toute mesure d'observation d'après-mandat. *Usages compatibles :* Les renseignements du fichier servent également à résoudre des conflits d'intérêts réels et éventuels, et à appuyer les décisions prises au sujet des mutations, des mesures disciplinaires et des cessations d'emploi si des conflits d'intérêts existent. Ils permettent aux agents désignés de déterminer si un ancien membre respecte les mesures d'observation d'après-mandat qui lui sont applicables. Cela influe sur la capacité courante d'un titulaire de charge publique quant à la manière de traiter avec l'ancien membre. *Normes de conservation et de destruction :* Le Ministère conserve ces documents pendant la durée d'emploi, plus deux ans, après quoi les documents sont détruits. *No. APC :* 85-001 *Renvoi au dossier # :* MDN CNS 520 *Enregistrement (SCT) :* 001966 *Numéro de fichier :* MDN PPE 864

Comité de sélection des officiers — Programmes de perfectionnement universitaire et de formation de spécialistes
Description : Ce fichier contient les dossiers sur les comités annuels de sélection pour les programmes d'études suivants : études supérieures, formation universitaire (officiers), programme militaire d'études en médecine, études en droit, études dentaires, études pharmaceutiques et études d'aumônier. Chaque dossier peut contenir les critères de sélection, les délibérations, les conclusions, les listes des officiers choisis, (le Programme d'études supérieures identifie la liste des officiers choisis pour suivre des études supérieures et la liste des officiers non choisis), les lettres de l'offre ou du refus aux candidats et les instructions d'affectation subséquentes. Il renferme uniquement des renseignements sur les officiers qui ont présenté une demande. Les personnes qui désirent consulter ces dossiers doivent indiquer leur nom et prénoms, grade, numéro matricule, code d'emploi militaire, programme en particulier et l'année où elles ont présenté leur demande. *Catégorie de personnes :* Les officiers des Forces canadiennes qui ont présenté une demande pour les programmes d'études énumérés. *But :* Ce fichier a pour but d'enregistrer les décisions du comité annuel de sélection des officiers s'étant portés candidats pour chaque programme d'études. *Usages compatibles :* Référence. *Normes de conservation et de destruction :* Les dossiers sont conservés pendant trois années civiles aux fins d'études statistiques, puis sont détruits. *No. APC :* 69-014 *Renvoi au dossier # :* MDN CNS 520 *Enregistrement (SCT) :* 002273 *Numéro de fichier :* MDN PPE 848

Commissions d'enquête/enquêtes sommaires
Description : Ce fichier contient un compte rendu des délimitations du sujet des enquêtes, et les preuves fournies, les conclusions présentées et les recommandations faites par des commissions d'enquête ou par l'enquêteur. Les dossiers sont classés par incidents et endroits, et on peut y avoir accès en indiquant le numéro de matricule, le nom, le grade, le code d'emploi militaire de la personne en question, ainsi que le genre et l'année de l'incident. *Catégorie de personnes :* Les membres des Forces canadiennes. *But :* Ce fichier constitue un dossier sur les enquêtes ouvertes ou statuées par des autorités désignées selon les règlements et ordonnances. Ces enquêtes peuvent avoir pour but d'étudier toute question ayant trait à la conduite, à la discipline, à l'administration ou aux fonctions des Forces canadiennes, ou à tout commandement, formation, base, autre unité ou élément de ces dernières, ou toute question concernant un membre quelconque des Forces canadiennes. Il permet de définir le motif des enquêtes ainsi que les responsabilités des personnes concernées, et sert à déterminer les mesures correctives qui s'imposent. *Normes de conservation et de destruction :* Ces dossiers sont conservés pendant trois années civiles. Les dossiers d'enquêtes portant sur les blessures sont gardés jusqu'à la libération du militaire puis envoyés au Centre national des documents du personnel aux Archives nationales du Canada. Les dossiers d'enquêtes portant sur les décès sont gardés jusqu'à ce que les formalités administratives soient terminées; ils seront ensuite transférés aux Centre national des

Défense nationale
Chapitre 63

Fichiers particuliers

Assistance judiciaire aux membres des Forces canadiennes

Description : Chaque dossier dans ce fichier contient normalement un bref énoncé du problème judiciaire en question et des avis donnés ou des mesures prises à l'égard de ce problème. La plupart des dossiers concernent des cas où une entrevue a été tenue avec le militaire qui nécessite les services d'un avocat. Pour consulter ce fichier, il faut indiquer ses nom et prénoms, son numéro matricule et le lieu de l'entrevue. ***Catégorie de personnes :*** Les membres des Forces canadiennes et des militaires américains en poste au Canada. ***But :*** Ce fichier a pour objet de documenter la prestation de services de consultation personnels par des avocats militaires des Forces canadiennes aux membres des Forces canadiennes et à des militaires américains en poste au Canada. ***Normes de conservation et de destruction :*** Les dossiers sont détruits après deux ans. ***No. APC :*** 69-014 ***Renvoi au dossier # :*** MDN JAG 015 ***Enregistrement (SCT) :*** 000221 ***Numéro de fichier :*** MDN PPE 857

Aumônerie militaire

Description : Ce fichier contient les dossiers des aumôniers des Forces canadiennes ainsi que des pièces de correspondance sur des sujets qui les concernent ou les intéressent. Pour y avoir accès, il faut indiquer nom et prénoms, numéro matricule, grade et religion. ***Catégorie de personnes :*** Les aumôniers des Forces canadiennes. ***But :*** Ces documents servent de guide pour toute décision ayant trait aux aumôniers ou à leur travail. ***Normes de conservation et de destruction :*** Les dossiers sont détruits après trois ans. ***No. APC :*** 69-014 ***Renvoi au dossier # :*** MDN AGP 470, MDN AGC 485 ***Enregistrement (SCT) :*** 000176 ***Numéro de fichier :*** MDN PPE 807

Banque du personnel militaire des unités

Description : Ce fichier contient des documents sur l'enrôlement, des certificats de naissance et de mariage, des actes de séparation, des jugements en matière de divorce (provisoires et définitifs), des rapports de cours, des fiches de conduite, des renseignements généraux sur l'emploi, des déclarations de résidence ordinaire, des enveloppes d'évaluation de conditionnement physique, dossier des emplois à l'unité (DEU), et peu contenir les rapports d'appréciation du rendement de la Force de réserve et la documentation ayant trait aux versements obligatoires. Les dossiers n'ayant pas été remplacés et qui sont utilisés pour la gestion du personnel sont gardés pendant toute la durée de la carrière du militaire. Les autres dossiers sont éliminés. Les personnes qui désirent consulter le fichier doivent indiquer leurs nom et prénoms, numéro matricule, grade, code d'emploi militaire et l'unité. ***Catégorie de personnes :*** Les membres de la Force régulière et de la Force de réserve. ***But :*** Le fichier contient le double d'accompagnement des dossiers sur tous les membres du personnel de l'effectif à compter de la date d'engagement jusqu'à la libération. L'information de ce fichier est utilisée pour établir les états nominatifs du personnel de l'effectif aux unités. ***Usages compatibles :*** Conformément à la Loi électorale du Canada, les listes des électeurs des Forces canadiennes et de leurs électeurs à charge (y compris leurs numéros d'assurance sociale) sont établies à partir des déclarations de résidence ordinaire. Selon la Loi, les listes doivent être envoyées au Directeur général des élections après l'émission des brefs ordonnant la tenue d'une élection générale. Les états nominatifs sont produits à partir de l'information contenue dans ce fichier à chaque unité. ***Normes de conservation et de destruction :*** Un an après la date de libération du militaire, les dossiers sont transférés au Centre des documents du personnel aux Archives nationales du Canada. Les dossiers de la Force de réserve sont transférés au Centre des documents du personnel, trois ans après la libération. Les dossiers deviennent partie intégrante du fichier numéro APC PCE 716. ***No. APC :*** 69-014 ***Renvoi au dossier # :*** MDN CNS 520 ***Enregistrement (SCT) :*** 000204 ***Numéro de fichier :*** MDN PPE 836

Cartes d'identité et de contrôle d'accès

Description : Ce fichier renferme des renseignements tels que photographies, signatures et numéros matricules (NM) (militaires) / codes d'identification du dossier personnel (CIDP) (civils), noms et prénoms, dates de naissance, et groupes sanguins (des membres des FC). Il contient aussi des renseignements sur l'accès et la sortie du personnel en ce qui a trait à certaines installations du MDN. Les renseignements sont recueillis à l'aide de formulaires d'identification, de pièces de correspondance, de cassettes vidéo ou d'appareils de photographie. Ces renseignements sont conservés dans une base de données informatisées. On peut y avoir accès en fournissant son NM/CIDP et son nom complet. ***Catégorie de personnes :*** Les membres des FC et leurs personnes à charges (quand les membres des FC remplissent les fonctions d'Attachés), les employés civils de la Défense nationale, le personnel des forces alliées et leur personnes à charges, en poste au Canada. ***But :*** Ce fichier a pour but de garder les renseignements relatifs à l'émission et à l'annulation d'une carte d'identité et de contrôle d'accès. Pour des raisons de sûreté et de sécurité, ces renseignements sont utilisés en vue de surveiller l'accès aux installations et la sortie de celles-ci, et de garantir la sécurité du personnel et des biens du MDN. ***Usages compatibles :*** Émission de cartes d'identité et de contrôle d'accès. Ces renseignements

Construction de Défense Canada
Chapitre 61

Fichiers particuliers

Conflits d'intérêts
Description : Ce fichier contient des divulgations volontaires faites par les employés concernant des situations potentielles de conflit d'intérêt, des rapports d'enquête, ainsi que la correspondance concernant les conflits d'intérêt potentiels et réels entre les fonctions officielles des employés et leurs intérêts privés ou les valeurs immobilières qu'ils possèdent. *Catégorie de personnes :* Employés de Construction de la défense. *But :* Ce fichier contient des renseignements concernant des situations de conflit d'intérêt potentiel ou réel pour les employés des ministères et organismes fédéraux. Il sert à consigner les conflits d'intérêt potentiels et à résoudre les situations réelles de conflit d'intérêt. *Usages compatibles :* Étayer les décisions touchant les mutations, les mesures disciplinaires et la fin d'emploi. *Normes de conservation et de destruction :* Les dossiers sont détruits deux ans après que la situation reliée à un conflit d'intérêt potentiel est réglée ou que l'on a résolu le cas où il y avait effectivement conflit. *No. APC :* 85-001 *Enregistrement (SCT) :* 000693 *Numéro de fichier :* CDL PPE 801

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Langues officielles

Présences et congés

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Corporation commerciale canadienne
Chapitre 62

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Programme d'équité en matière d'emploi
Description : Ce fichier contient des renseignements personnels sur les employés, notamment sur leurs études, leurs aspirations et leurs antécédents professionnels, leurs activités de formation et de perfectionnement. Ces données ont été recueillies au moyen d'entrevues ou compilés à partir des dossiers des employés ou des systèmes automatisés de traitement de l'information. Les répondants, qui sont libres de fournir ces renseignements, s'ils appartiennent à l'un des groupes désignés : hommes ou femmes, autochtones, personnes handicapées ou minorités visibles. Au besoin, un numéro peut servir à identifier l'employé afin de faciliter le repérage des dossiers. *Catégorie de personnes :* Employés du Conseil national de recherches du Canada. *But :* Ce fichier contient toute la documentation nécessaire à la mise en oeuvre du Programme d'équité en matière d'emploi. Les données recueillies permettent d'établir un profil des employés selon leur sexe et leur appartenance aux groupes désignés (p.ex. femmes, autochtones et personnes handicapées et minorités visibles). Ces renseignements servent à comparer la situation des membres des groupes désignés avec celle des autres groupes au sien du CNRC et de leurs homologues sur le marché du travail en général. *Usages compatibles :* Les renseignements recueillis sont utilisés à des fins administratives et pour l'établissement des rapports dans le cadre du Programme d'équité en matière d'emploi du CNRC, afin de déterminer s'il y a discrimination systémique dans l'embauche, de l'éliminer le cas échéant et d'introduire des mesures temporaires spéciales qui permettront aux groupes désignés d'être admis et représentés d'une manière équitable au sein du Conseil national de recherches. Les données peuvent également être utilisés pour l'élaboration et la mise en oeuvre de politiques associées à l'équité en matière d'emploi. *Normes de conservation et de destruction :* Les critères de destruction de documents contenus dans ce fichier ne sont pas encore été établis. *No. APC :* 85-001 *Enregistrement (SCT) :* 002202 *Numéro de fichier :* CNRC PPE 802

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Dossier personnel d'un employé

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Vérification de la fiabilité

Voyages et réinstallations

Conseil national des produits agricoles

Chapitre 60

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Évaluation du rendement

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Primes d'encouragement

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Conseil national de recherches Canada

Chapitre 59

Fichiers particuliers

Conflits d'intérêt

Description : Ce fichier contient des divulgations volontaires faites par les employés concernant des situations potentielles de conflit d'intérêt, des rapports d'enquête, ainsi que la correspondance concernant les conflits d'intérêt potentiels et réels entre les fonctions officielles des employés et leurs intérêts privés ou les valeurs immobilières qu'ils possèdent. *Catégorie de personnes :* Employés du Conseil. *But :* Ce fichier contient des renseignements concernant des situations de conflit d'intérêt potentiel ou réel pour les employés des ministères et organismes fédéraux. Il sert à consigner les conflits d'intérêt potentiels et à résoudre les situations réelles de conflit d'intérêt. *Usages compatibles :* Étayer les décisions touchant les mutations, les mesures disciplinaires et la fin de l'emploi. *Normes de conservation et de destruction :* Le Conseil national de recherches conserve les dossiers pour la durée de l'emploi et pendant deux années subséquentes, après quoi les dossiers sont détruits. *No. APC :* 85-001 *Enregistrement (SCT) :* 000959 *Numéro de fichier :* CNRC PPE 801

Dotation

Description : Ce fichier contient les demandes de dotation en personnel; les descriptions de poste; les échelles de salaire; les profils de sélection; les affiches de concours; les demandes de mutation; les listes de mises à pied; les imprimés d'ordinateurs relatifs au répertoire des ressources humaines; les demandes d'emploi des candidats; les listes de candidats; les évaluations des jurys de sélection, y compris les notes d'évaluation provenant des comités de dotation en personnel; les examens et les résultats d'examens; les listes d'admissibilité; les offres d'emploi; les avis destinés aux candidats; et la correspondance relative à la dotation faite par divers moyens, notamment par voie de concours et à l'aide du répertoire des ressources humaines. On trouve dans les dossiers du fichier une grande variété de renseignements personnels qui peuvent porter sur l'âge, le sexe et le niveau des études. On peut également trouver des avis relatifs à des décisions de dotation dans le dossier personnel d'un employé. *Catégorie de personnes :* Employés du Conseil national de recherches. *But :* Ce fichier contient les renseignements qui sont utilisés pour la dotation de postes au sein du Conseil national de recherches. *Usages compatibles :* Les renseignements peuvent aussi être utilisés pour la sélection de candidats pour le Programme de détachement du Conseil. *Normes de conservation et de destruction :* Les dossiers sont conservés pendant deux ans après la dernière action administrative et sont ensuite détruits. *No. APC :* 86-001 *Renvoi au dossier # :* CNR PSA 745 *Enregistrement (SCT) :* 002438 *Numéro de fichier :* CNRC PPE 804

Évaluation du rendement

Description : Ce fichier contient des évaluations, des rapports et de la correspondance concernant le rendement de l'employé au travail (habiletés, aptitudes, réalisations et intérêts). *Catégorie de personnes :* Employés du Conseil national de recherches du Canada. *But :* Ce fichier contient des renseignements concernant le niveau de rendement de chacun des employés du Conseil national de recherches. Il vise à déterminer le rendement de chacun des employés, notamment en ce qui a trait à la nécessité de donner des cours de formation et de perfectionnement, aux approbations de la rémunération au rendement, aux augmentations annuelles, au maintien en fonction, et au licenciement au cours d'une période probatoire d'emploi pour une durée déterminée. *Usages compatibles :* Les renseignements servent également à étayer les décisions ayant trait aux promotions, aux mutations, aux rétrogradations, à l'aide aux employés, aux mesures disciplinaires et à la fin de l'emploi. *Normes de conservation et de destruction :* Les dossiers doivent être conservés pendant une période de cinq ans. Après cette période, les dossiers sont détruits. *No. APC :* 85-001 *Enregistrement (SCT) :* 002201 *Numéro de fichier :* CNRC PPE 803

Intégrité scientifique — Enquêtes

Description : Ce fichier contient des données d'enquêtes sur de présumés manquements à l'éthique de la recherche scientifique commis par des employés du CNRC; notes d'entrevue, attestations de témoins; opinions juridiques, notes d'enquête sur de possibles manquements et rapports d'analyse de ces enquêtes; correspondance; documents de référence; procès-verbaux de réunions du comité d'enquête. *Catégorie de personnes :* Employés du Conseil national de recherches du Canada. *But :* Ce fichier permet de conserver l'information à laquelle on a recours pour déterminer s'il y a lieu de prendre des mesures disciplinaires et pour établir la nature de ces mesures, en cas de manquement à l'éthique de la recherche scientifique. Les dossiers sont également conservés pour les procédures d'appel et autres. *Usages compatibles :* Faciliter les décisions concernant les mesures disciplinaires que pourraient être prises à la suite d'une enquête. *Normes de conservation et de destruction :* Le Conseil national de recherches conserve les dossiers pour la durée de l'emploi et pendant deux années subséquentes, après quoi les dossiers sont détruits. *No. APC :* 86-001 *Enregistrement (SCT) :* 003699 *Numéro de fichier :* CNRC PPE 805

correspondance échangée au sujet de l'inconduite d'un employé; les enquêtes se rapportant à des cas d'inconduite possibles et le rapport d'analyse qui résulte de ces enquêtes. *Catégorie de personnes :* Employés de l'institution. *But :* Ce fichier contient des renseignements concernant le niveau de rendement de chacun des employés des ministères et organismes fédéraux. Il vise à déterminer le rendement de chacun des employés, notamment en ce qui a trait à la nécessité de donner des cours de formation et de perfectionnement, aux approbations de la rémunération au rendement, aux augmentations annuelles, au maintien en fonction, à la prolongation de la période de stage et au renvoi pendant un stage. *Usages compatibles :* Étayer les décisions ayant trait aux promotions, aux mutations, aux rétrogradations, à l'aide aux employés, aux mesures disciplinaires et à la fin de l'emploi. *Normes de conservation et de destruction :* Les dossiers sont conservés pendant un an après la fin de la période d'emploi, puis ils sont confiés au Centre des documents du personnel. Tous les renseignements concernant les mesures disciplinaires sont détruits deux ans après la dernière mesure administrative prise au sujet d'un cas donné. *Enregistrement (SCT) :* 003783 *Numéro de fichier :* CDA PPE 820

Programme d'équité en matière d'emploi
Description : Ce fichier contient des renseignements personnels sur les employés, notamment sur leurs études; leurs antécédents professionnels et leurs projets de carrière; leur formation et leur perfectionnement. Tous ces renseignements ont été recueillis au moyen de questionnaires ou d'entrevues, ou compilés à partir de leurs dossiers ou des systèmes de données automatisés. Les répondants, qui sont libres de fournir ces renseignements, indiquent leur sexe et s'ils sont autochtones. Le numéro d'employé peut servir à identifier les employés lorsque les ministères et organismes fédéraux ne peuvent pas utiliser un questionnaire anonyme ou lorsqu'il est nécessaire d'avoir ces indicatifs afin de pouvoir trouver le dossier de l'employé. *Catégorie de personnes :* Employés de l'institution. *But :* Ce fichier contient toute la documentation nécessaire à la mise en oeuvre de la politique relative à l'équité en matière d'emploi. C'est grâce à ces renseignements qu'il est possible d'avoir toutes les données au sujet des employés, présentées selon leur sexe et leur groupe cible (femmes, autochtones et personnes handicapées et personnes faisant partie de minorités visibles). Ces renseignements sont utilisés afin de réaliser un profil personnel des employés et de comparer la situation des membres des groupes cibles avec celles des autres groupes au sein des ministères et organismes fédéraux et avec leurs homologues sur le marché du travail. Le numéro de l'employé peut servir à établir un lien entre les renseignements contenus dans ce fichier et ceux conservés dans un autre fichier comprenant des renseignements sur les employés (par exemple, le Système d'information pour la gestion du personnel) et ce, à des fins statistiques et lorsque la conservation de tels renseignements est conforme aux usages pour lesquels les renseignements personnels ont été recueillis. *Usages compatibles :* L'organisme peur recueillir des données à des fins statistiques, pour obtenir des renseignements sur les employés, ou encore à ces deux fins. Les renseignements personnels ne sont versés dans le Fichier de données sur les groupes visés par l'équité en matière d'emploi (SCT PCE 706) qu'à des fins statistiques. Les renseignements recueillis sont utilisés dans le cadre des programmes d'équité en matière d'emploi du gouvernement, afin de déterminer s'il y a discrimination systémique dans l'embauche, de l'éliminer s'il y a lieu et d'introduire des mesures temporaires spéciales qui permettront aux groupes cibles d'être admis et d'être représentés d'une manière équitable au sein de la Fonction publique fédérale. Les renseignements peuvent également être utilisés à l'élaboration et à la mise en oeuvre de la politique connexe à l'équité en matière d'emploi. *Normes de conservation et de destruction :* Les critères de destruction pour les documents contenus dans ce fichier n'ont pas encore été établis. *Enregistrement (SCT) :* 003782 *Numéro de fichier :* CDA PPE 815

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Dotation

Formation et perfectionnement

Griefs

Mesures disciplinaires

Présences et congés

Rémunération et avantages

Stationnement

Voyages et réinstallations

Conseil de recherches médicales du Canada
Chapitre 57

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Vérification de la fiabilité

Voyages et réinstallations

Conseil des Arts du Canada
Chapitre 58

Fichiers particuliers

Conflits d'intérêt
Description : Ce fichier contient des divulgations volontaires faites par les employés concernant des situations de conflit d'intérêts potentiels, des rapports d'enquête, ainsi que la correspondance concernant les conflits potentiels et réels entre les fonctions officielles des employés et leurs intérêts privés ou les valeurs immobilières qu'ils possèdent. *Catégorie de personnes :* Employés de l'institution. *But :* Ce fichier contient des renseignements concernant des situations de conflit d'intérêts potentiels ou réels. Il sert à consigner les conflits d'intérêt potentiels et les solutions apportées pour résoudre les situations de conflit d'intérêts réels. *Usages compatibles :* Ce fichier sert à étayer les décisions touchant les mutations, les mesures disciplinaires et la fin de l'emploi. *Normes de conservation et de destruction :* Ces dossiers sont conservés pendant deux ans après la dernière consultation à des fins administratives. *Enregistrement (SCT) :* 003780 *Numéro de fichier :* CDA PPE 805

Dossier général d'un employé
Description : Ce fichier renferme des renseignements concernant les caractéristiques personnelles, notamment l'âge, le sexe, le numéro d'assurance sociale, l'état civil, l'adresse et le numéro de téléphone du domicile, ainsi que la correspondance ayant trait à l'embauche et à la cessation d'emploi, la rémunération et les allocations, les déductions et les avantages, la pension de retraite, les présences et les congés, ainsi que les certificats médicaux fournis à l'appui des demandes de congé de maladie. *Catégorie de personnes :* Ce fichier se rapporte aux employés anciens et actuels. *But :* Ce fichier a pour but de fournir de la documentation et de donner des autorisations pour l'embauche, la fin de l'emploi et les pensions de retraite; les présences et les congés; les dépenses relatives aux traitements et allocations; et les déductions. Le numéro d'assurance sociale sert à des fins d'identification de l'employé et d'uniformisation de la gestion de la rémunération. *Usages compatibles :* Le fichier sert aussi à identifier les décisions relatives à l'embauche et à la fin d'emploi; aux présences et aux congés; à la rémunération et aux avantages; aux pensions de retraite. Ces renseignements servent également à faciliter la vérification et le rapprochement des comptes de la rémunération. *Normes de conservation et de destruction :* Ces dossiers sont détruits lorsque l'employé a 80 ans, pourvu que deux années se soient écoulées depuis la dernière mesure administrative inscrite au dossier. Les documents sont conservés pendant un an après la fin de la période d'emploi, puis ils sont confiés au Centre des documents du personnel. *Enregistrement (SCT) :* 003781 *Numéro de fichier :* CDA PPE 810

Évaluation du rendement
Description : Ce fichier contient des évaluations, des rapports et de la correspondance concernant le rendement de l'employé au travail (habiletés, aptitudes, réalisations et intérêts). Il contient également des demandes pour suivre des cours et des évaluations; des lettres d'appui; des avis de mesures disciplinaires et la

Conseil de recherches en sciences naturelles et en génie du Canada

Chapitre 56

Fichiers particuliers

Conflits d'intérêt

Description : Ce fichier contient des divulgations volontaires faites par les employés concernant des situations potentielles de conflit d'intérêt, des rapports d'enquête, ainsi que la correspondance concernant les conflits d'intérêt potentiels et réels entre les fonctions officielles des employés et leurs intérêts privés ou les valeurs immobilières qu'ils possèdent. *Catégorie de personnes :* Employés de l'institution. *But :* Ce fichier contient des renseignements concernant des situations de conflit d'intérêt potentiel ou réel pour les employés des ministères et organismes fédéraux. Il sert à consigner les conflits d'intérêt potentiels et à résoudre les situations réelles de conflit d'intérêt. *Usages compatibles :* Étayer les décisions touchant les mutations, les mesures disciplinaires et la fin d'emploi. *Normes de conservation et de destruction :* Les dossiers sont détruits deux ans après que la situation reliée à un conflit d'intérêt potentiel est réglée ou que l'on a résolu le cas où il y avait effectivement conflit. *No. APC :* 85-001 *Enregistrement (SCT) :* 001628 *Numéro de fichier :* RSG PPE 801

Évaluations du rendement des employés

Description : Ce fichier contient des évaluations du rendement, des rapports et de la correspondance concernant le niveau de rendement de chacun des employés du CRSNG en ce qui a trait à leurs aptitudes, à leurs compétences, à leurs réalisations et à leurs intérêts. *Catégorie de personnes :* Tous les employés du CRSNG nommés pour une période indéterminée ou déterminée ainsi que certains employés temporaires. *But :* Ce fichier a pour but de tenir à jour les renseignements sur le niveau de rendement de chacun des employés du CRSNG. Les renseignements servent à étayer les décisions ayant trait au maintien en fonctions, à la cessation d'emploi ou à la prolongation d'employés en période d'essai et à déterminer et approuver la rémunération au rendement et les augmentations de salaire. *Usages compatibles :* Les évaluations du rendement servent également aux activités de planification des ressources humaines, par exemple les plans de carrière et de relève, la dotation interne, les mutations, promotions et rétrogradations, l'aide aux employés, les mesures disciplinaires et la cessation d'emploi. À ces fins, les renseignements contenus dans les évaluations du rendement peuvent être divulgués à des comités de cadres et aux comités de sélection internes. De plus, les documents d'évaluation du rendement servent à évaluer l'efficacité du système d'évaluation du rendement même. À cette fin, certains renseignements personnels seront divulgués à des comités d'examen composés de cadres aux fins de l'évaluation de l'équité des échelles de notation utilisées au sein des diverses directions et divisions du CRSNG. *Normes de conservation et de destruction :* Les dossiers sont conservés pendant une période de cinq ans, puis ils sont détruits. *No. APC :* 86-001 *Enregistrement (SCT) :* 002582 *Numéro de fichier :* RSG PPE 802

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Dossier personnel d'un employé

Dotation

Formation et perfectionnement

Griefs

Langues officielles

Mesures disciplinaires

Présences et congés

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Vérification de la fiabilité

Voyages et réinstallations

Conseil de recherches en sciences humaines du Canada

Chapitre 55

Fichiers particuliers

Dotation

Description : Ce fichier contient les demandes de dotation; les descriptions de poste; les échelles de salaire; les profils de sélection; les affiches de concours; les demandes de mutation; les listes de mises à pied; les imprimés d'ordinateur relatifs au répertoire des ressources humaines; les demandes des candidats; les listes de candidats; les documents relatifs aux examens et à leurs résultats; les listes d'admissibilité; les offres d'emploi; et la correspondance relative à la dotation faite par divers moyens, notamment par voie de concours et à l'aide du répertoire des ressources humaines. On trouve dans les dossiers du fichier une grande variété de renseignements personnels qui portent notamment sur l'âge, le sexe, les niveaux des études et le numéro d'assurance sociale. (N.B. On peut également trouver des avis relatifs à des décisions de dotation dans le dossier personnel d'un employé). *Catégorie de personnes :* Les employés du Conseil et les employés prospectifs du Conseil. *But :* Les renseignements sont utilisés pour la sélection des candidats et la dotation des postes. *Normes de conservation et de destruction :* Les dossiers sont conservés pendant deux ans. *No. APC :* 81-028 *Enregistrement (SCT) :* 002434 *Numéro de fichier :* RSH PPE 802

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Primes d'encouragement

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Vérification de la fiabilité

Voyages et réinstallations

Conseil de contrôle des renseignements relatifs aux matières dangereuses

Chapitre 53

Fichiers particuliers

Exclusion pour des raisons confidentielles ou de gestion

Description : Ce fichier contient des renseignements personnels relatifs aux exclusions. Il comprend les dates d'entrée en vigueur des exclusions, l'identification de l'unité de négociation, le numéro et le titre du poste, le groupe et le niveau de l'employé, et les motifs d'exclusion. *Catégorie de personnes :* Employés du Conseil de contrôle des renseignements relatifs aux matières dangereuses. *But :* Ce fichier sert à maintenir une liste complète des exclusions des personnes préposées à gestion et à des fonctions confidentielles au Conseil, et constitue le seul registre officiel des exclusions. *Normes de conservation et de destruction :* Les avis d'acceptation ou d'objections sont conservés pendant trois ans et les dossiers d'exclusions pendant cinq ans. *Enregistrement (SCT) :* 002881 *Numéro de fichier :* RMD PPE 805

Système d'utilisation des années-personnes

Description : Ce fichier contient le nom, la classification et la date d'embauche de chaque employé faisant partie de l'effectif à la fin de la période visée par le rapport. On utilise ces renseignements pour vérifier l'identité des employés et relier cette information à celle du système d'information sur le personnel de CSC. *Catégorie de personnes :* Renseignements relatifs aux employés du Conseil. *But :* Le fichier sert à calculer les années-personnes qui sont utilisées aux fins de la gestion interne et dans le rapport annuel présenté au Conseil du Trésor. *Normes de conservation et de destruction :* On conserve ces dossiers pendant deux ans. *Enregistrement (SCT) :* 002883 *Numéro de fichier :* RMD PPE 810

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Langues officielles

Présences et congés

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Vérification de la fiabilité

Voyages et réinstallations

Conseil de la radiodiffusion et des télécommunications canadiennes

Chapitre 54

Fichiers particuliers

Mutations

Description : La base de données fournit un inventaire des candidats qui veulent être mutés. Il comprendra des curriculum vitae des fonctionnaires, incluant des lettres de référence ainsi qu'une attestation d'études et des connaissances d'une langue seconde. *Catégorie de personnes :* Fonctionnaires du Conseil et en dehors du Conseil. *But :* La banque identifierait les employés susceptibles d'être mutés à des postes au sein du Conseil et à l'extérieur. *Usages compatibles :* Aucun. *Normes de conservation et de destruction :* Les dossiers sont conservés pendant une période de cinq ans. *No. APC :* 86-001 *Enregistrement (SCT) :* 003266 *Numéro de fichier :* CRT PPE 805

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Autorisations sécuritaires

Cartes d'identification et laissez-passer

travailler au Conseil canadien des normes en vertu d'une nomination. ***But :*** Confirmer l'identité des gens et déterminer s'ils sont dignes de confiance pour exécuter leurs tâches avec fiabilité et honnêteté. ***Usages compatibles :*** Étayer les décisions se rapportant à l'embauchage et à la cessation d'emploi. ***Normes de conservation et de destruction :*** Les renseignements contenus dans ce fichier sont détruits deux ans après le départ de l'employé. ***Renvoi au dossier # :*** CNC DAF 903 ***Enregistrement (SCT) :*** 003026 ***Numéro de fichier :*** CNC PPE 803

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Évaluation du rendement

Rémunération et avantages

Conseil canadien des relations du travail

Chapitre 51

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Langues officielles

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Stationnement

Voyages et réinstallations

Conseil d'examen du prix des médicaments brevetés

Chapitre 52

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Primes d'encouragement

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Vérification de la fiabilité

Voyages et réinstallations

curriculum vitae et les références; l'emplacement de l'organisme ou du ministère; les nominations, les mutations, les promotions et les rétrogradations; les périodes d'emploi, notamment les stages, les mises à pied et la durée de l'emploi; la classification, notamment les numéros de poste, les groupes, les niveaux, les titres et les traitements; les pensions et les assurances, notamment les noms des bénéficiaires. On peut également y trouver, le cas échéant, des renseignements concernant le service militaire, y compris les périodes et les domaines de service; les réalisations professionnelles, y compris les publications, les brevets et les primes; les passeports; la fin de l'emploi, notamment les certificats et les raisons du départ de l'employé. Le dossier individuel d'un employé comprend des résumés de décisions concernant la dotation; les présences et les congés; la rémunération et les avantages; la formation et le perfectionnement; les décisions concernant les indemnités et l'aptitude au travail; les langues officielles; la discipline; et les vérifications de fiabilité. On trouve toutefois les renseignements principaux concernant ces sujets dans les autres fichiers ordinaires décrits ci-après. Il se peut que le dossier individuel de l'employé ne comprenne pas les renseignements personnels utilisés pour prendre des décisions dans les domaines susmentionnés. ***Catégorie de personnes :*** Employés de l'institution. ***But :*** Ce fichier a pour but de fournir de la documentation et de donner des autorisations pour les nominations, les mutations, les promotions, les rétrogradations, la fin de l'emploi et les pensions de retraite. ***Usages compatibles :*** Identifier les décisions relatives à la dotation, aux présences et aux congés; à la rémunération et aux avantages; à la formation et au perfectionnement; à l'hygiène et à la sécurité professionnelles; aux langues officielles; à la discipline, ainsi qu'à la vérification des références professionnelles. Ces renseignements servent également aux divers régimes d'assurance-maladie provinciaux; aux assureurs de groupe; et à Santé nationale et Bien-être social (aux fins des pensions). ***Normes de conservation et de destruction :*** Les dossiers sont gardés par l'organisme ou le ministère pour lequel travaille actuellement l'employé pour toute la durée d'emploi, plus un an. Après cette période, les renseignements sont transférés aux Archives nationales du Canada et sont gardés jusqu'à ce que l'employé ait atteint l'âge de 70 ans ou jusqu'à deux ans après le décès de l'employé; après quoi, le dossier est détruit, pourvu que deux ans se soient écoulés depuis la dernière utilisation à des fins administratives des renseignements en question. Quant aux dossiers relatifs à des mesures disciplinaires, la durée de conservation est de trois ans suivant la date à laquelle les mesures disciplinaires ont été prises, autant qu'aucune autre mesure disciplinaire n'ait été prise depuis. Lorsque les mesures disciplinaires ont été annulées, c'est l'organisme ou le ministère qui voit à ce que le document touchant cette mesure soit immédiatement détruit. Pour tous les renseignements jugés de nature historique ou qui ont une valeur sur le plan des archives, c'est l'archiviste national du Canada qui décide quels dossiers seront conservés en permanence par les Archives nationales du Canada. ***Enregistrement (SCT) :*** 003027 ***Numéro de fichier :*** CNC PPE 804

Formation et perfectionnement

Description : Ce fichier comprend les données suivantes : des demandes pour suivre des cours et des évaluations; le numéro d'assurance sociale; les certificats; les dossiers concernant le paiement des frais et la correspondance connexe à la participation des employés à des cours de formation et de perfectionnement parrainés par le gouvernement ou par des organismes privés. Il convient de signaler que les dossiers relatifs à la participation et aux résultats obtenus sont joints aux dossiers personnels des employés et que l'on trouve dans le fichier concernant les évaluations de rendement, les renseignements touchant le besoin en perfectionnement pour chaque employé en vue d'améliorer son rendement. ***Catégorie de personnes :*** Employés de l'institution. ***But :*** Fournir de la documentation pour l'administration des programmes de formation et de perfectionnement. ***Usages compatibles :*** Approuver et inscrire la participation des employés à des cours de formation et de perfectionnement et confirmer les réalisations des employés. ***Normes de conservation et de destruction :*** Les dossiers peuvent être détruits deux ans après la fin des cours de formation et de perfectionnement suivis par un employé. ***No. APC :*** 85-001 ***Renvoi au dossier # :*** CNC DAF 915, CNC DAF 903 ***Enregistrement (SCT) :*** 003024 ***Numéro de fichier :*** CNC PPE 801

Présences et congés

Description : Ce fichier contient des rapports sur les absences et les demandes de congé, ainsi que les certificats médicaux connexes à un congé de maladie. Ces renseignements sont présentés sous forme de modules automatisés enregistrés dans des bases de données sur le personnel. ***Catégorie de personnes :*** Employés du Conseil canadien des normes. ***But :*** Ce fichier sert à obtenir des renseignements pour l'administration des congés et des présences des employés. ***Usages compatibles :*** Consigner les congés autorisés et les jours de présence; étayer les décisions relatives à la rémunération et aux avantages, notamment en ce qui a trait aux congés et à la fin d'emploi. ***Normes de conservation et de destruction :*** Les dossiers sont détruits deux ans après la fin de l'exercice financier. ***Renvoi au dossier # :*** CNC DAF 903 ***Enregistrement (SCT) :*** 003025 ***Numéro de fichier :*** CNC PPE 802

Vérification de la fiabilité

Description : Ce fichier contient des renseignements rassemblé par l'institution lorsqu'elle a procédé, conformément à la politique du gouvernement du Canada sur la sécurité, à des vérifications de la fiabilité des personnes demandant à travailler dans ses services en vertu d'une nomination. Le fichier renferme des données sur les études, les antécédents professionnels, les casiers judiciaires et les vérifications des références. ***Catégorie de personnes :*** Les candidats retenus qui ont demandé à

Condition féminine Canada
Chapitre 49

Fichiers ordinaires
Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Voyages et réinstallation

Conseil canadien des normes
Chapitre 50

Fichiers particuliers

Code régissant les conflits d'intérêts et l'après-mandat
Description : Ce fichier renferme (1) les documents d'attestation montrant que l'employé a lu et compris le Code du Conseil canadien des normes (CCN) et s'engage à observer le Code comme condition d'emploi et indiquant s'il possède ou non des biens et s'il a des biens ou des exigibilités visés par l'article 6, et participe aux activités décrites dans l'article 14 du Code du CCN; (2) des rapports confidentiels sur les biens, les exigibilités et la participation à des activités extérieures pouvant faire l'objet de rapports confidentiels conformément au Code régissant les conflits d'intérêts et l'après-mandat. *Catégorie de personnes :* Employés du CCN *But :* Ce fichier renferme des renseignements (1) indiquant si l'employé a lu et compris le Code du CCN et s'engage à l'observer comme condition d'emploi; (2) indiquant s'il existe des possibilités de conflits d'intérêts pour les employés d'organismes ou ministères fédéraux; (3) qui permettent de tenir un registre des conflits d'intérêts potentiels, de résoudre les conflits d'intérêts réels, et (4) de consigner les mesures d'observation d'après-mandat qui sont requises de l'employé, y compris les décisions réduisant le délai de prescription. *Usages compatibles :* Résoudre des conflits d'intérêts réels et potentiels. *Normes de conservation et de destruction :* Le ministère ou organisme auquel le document d'attestation et le rapport confidentiel ont été soumis conserve ces documents pendant la durée d'emploi, plus deux ans, après quoi les documents sont détruits. *Renvoi au dossier # :* CNC DAF 903 *Enregistrement (SCT) :* 003209 *Numéro de fichier :* CNC PPE 805

Dossier personnel d'un employé
Description : Ce fichier contient le dossier sommaire de toutes les périodes d'emploi d'une personne au sein du Conseil canadien des normes. Ce dossier est conservé afin de faciliter l'administration du personnel. Les renseignements contenus dans les dossiers d'un employé peuvent être utilisés aux fins suivantes : prendre des décisions ayant trait à la dotation; aux présences et aux congés; à la rémunération et aux avantages; à la formation et au perfectionnement; à l'hygiène et à la sécurité professionnelles; aux langues officielles; à la discipline; et lorsque les renseignements touchant un domaine peuvent influer sur une décision prise dans un autre domaine. Dans les cas susmentionnés, le fichier contient des renseignements succincts et connexes à des renseignements plus détaillés trouvés dans d'autres fichiers. Ces renseignements peuvent être utilisés, autant que ce soit d'une manière conforme aux usages prévus, afin d'assurer que les mesures prises en matière de personnel au sein des ministères et organismes fédéraux soient coordonnées dans le meilleur intérêt de l'employé et de l'employeur. C'est l'organisme ou le ministère pour lequel l'employé travaille présentement qui exerce le contrôle sur le dossier personnel de ce dernier. Ce fichier renferme des renseignements concernant les caractéristiques personnelles, notamment l'âge et le sexe; le numéro d'assurance sociale; l'adresse domiciliaire; la citoyenneté; les études (diplômes, certificats et bulletins); les emplois antérieurs non gouvernementaux, le

Commission du droit d'auteur Canada
Chapitre 47

Fichiers ordinaires
Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Langues officielles

Présences et congés

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Commission nationale des libérations conditionnelles
Chapitre 48

Fichiers particuliers

Vérification approfondie de fiabilité
Description : Ce fichier contient des renseignements recueillis par la Commission nationale des libérations conditionnelles (CNLC) au cours de vérifications de fiabilité effectuées sur des personnes travaillant ou voulant travailler à la CNLC par voie de nomination, d'affectation ou d'accord contractuel, conformément à la politique sur la sécurité du gouvernement fédéral. Le fichier contient des données ayant trait à leurs études, à leurs qualités et à leurs antécédents professionnels, à leur dossier de crédit, et à leur casier judiciaire, si elles en ont un, ainsi que d'autres données personnelles. Ces renseignements servent à confirmer l'identité et à déterminer la fiabilité de ces personnes. *Catégorie de personnes :* Personnes travaillant ou voulant travailler à la Commission nationale des libérations conditionnelles par voie de nomination, d'affectation ou d'accord contractuel. *But :* Ce fichier sert à confirmer l'identité des personnes en cause et à déterminer si l'on peut s'attendre à ce qu'elles exécutent leurs tâches de façon honnête et fiable. *Usages compatibles :* Les renseignements sont utilisés pour appuyer les décisions relatives à des mutations, à des promotions, à des mesures disciplinaires et à des cessations d'emploi. *Normes de conservation et de destruction :* Les renseignements contenus dans ce fichier sont détruits deux ans après la dernière utilisation à des fins administratives. *No. APC :* 86-001 *Renvoi au dossier # :* CLC CLC 005 *Enregistrement (SCT) :* 002100 *Numéro de fichier :* CLC PPE 801

Fichiers ordinaires
Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Stationnement

Voyages et réinstallations

déposent contre leur employeur. *Usages compatibles :* Appuyer les décisions rendues par la Commission quant à savoir si l'employeur a pris ou non des mesures contre l'employé parce qu'il a agi en conformité avec l'article 128 ou 129 de la partie II du Code canadien du travail. *Normes de conservation et de destruction :* Les dossiers sont conservés pendant les 10 années qui suivent le règlement de ces cas. Les décisions de la Commission sont micro-filmées trois ans après qu'elles ont été rendues. Ces microfilms sont conservés pendant 50 ans, puis transférés aux Archives nationales du Canada à des fins archivistiques. *Renvoi au dossier # :* RTF BSG 150 *Enregistrement (SCT) :* 001881 *Numéro de fichier :* RTF PCE 709

Plaintes relatives à des pratiques de travail déloyales
Description : Ce fichier contient les formulaires de plaintes, les réponses à ces plaintes, les avis d'audition connexes et les décisions rendues par la Commission. *Catégorie de personnes :* Ce fichier concerne les personnes membres de la Fonction publique du Canada ou employées au Parlement qui ont déposé une plainte contre un employeur ou une association d'employés, en alléguant que ceux-ci n'ont pas respecté certains règlements, procédures ou décisions de la Commission. *But :* Ce fichier a pour but de consigner, à l'intention de la Commission, les plaintes alléguant qu'un employeur ou une association d'employés n'a pas exécuté soit une disposition quelconque d'une certaine décision arbitrale, soit une décision d'un arbitre, ou alléguant qu'il y a eu violation de certaines dispositions de la Loi sur les relations de travail dans la Fonction publique ou de son Règlement, ou de la Loi sur les relations de travail au Parlement ou de ses règlements et, depuis le 1er juin 1993, à la suite des modifications apportées à la Loi sur les relations de travail dans la fonction publique, manquement au devoir de représentation juste. *Usages compatibles :* Appuyer les décisions de la Commission concernant les plaintes pour pratique déloyale. *Normes de conservation et de destruction :* Les dossiers des affaires sont conservés pendant les 10 années qui suivent le règlement de ces cas. Les décisions de la Commission sont microfilmées trois ans après qu'elles ont été rendues. Ces microfilms sont conservés pendant 50 ans, puis transférés aux Archives nationales du Canada à des fins archivistiques. *No. APC :* 85-013 *Renvoi au dossier # :* RTC BSG 060 *Enregistrement (SCT) :* 000774 *Numéro de fichier :* RTF PCE 703

Fichiers particuliers

Nomination des arbitres (griefs et différends)
Description : Ce fichier renferme des renseignements concernant la nomination des arbitres (griefs et différends) à la Commission. *Catégorie de personnes :* Arbitres (anciens et actuels) nommés par la Commission pour résoudre les différends et arbitres nommés par un décret en conseil pour trancher les griefs. *But :* Ce fichier sert à consigner les renseignements concernant la nomination des arbitres (griefs et différends). *Usages compatibles :* Le fichier permet également de consigner et de fournir des renseignements sur les personnes nommées à titre d'arbitres. *Normes de conservation et de destruction :* Les renseignements sont conservés pendant 25 ans. *Renvoi au dossier # :* RTF BSG 155 *Enregistrement (SCT) :* 002186 *Numéro de fichier :* RTF PPE 802

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Langues officielles

Mesures disciplinaires

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Vérification de la fiabilité

Voyages et réinstallations

la Commission au sujet des demandes de révision de ses décisions. *Normes de conservation et de destruction :* Les dossiers sont conservés pendant les 10 années qui suivent le règlement de ces cas. Les décisions de la Commission sont microfilmées trois ans après qu'elles ont été rendues. Ces microfilms sont conservés pendant 50 ans, puis transférés aux Archives nationales du Canada à des fins archivistiques. *No. APC :* 85-013 *Renvoi au dossier # :* RTF BSG 050 *Enregistrement (SCT) :* 000777 *Numéro de fichier :* RTF PCE 706

Détermination des employés désignés
Description : Ce fichier contient les listes des postes considérés comme étant «désignés», les avis d'auditions connexes, les décisions rendues par la Commission à leur égard et les listes des employés «désignés». *Catégorie de personnes :* Ce fichier concerne les personnes membres de la Fonction publique du Canada et qui sont réputées des employés «désignés», c'est-à-dire des personnes dont les fonctions sont nécessaires dans l'intérêt de la sûreté ou de la sécurité du public. *But :* Ce fichier a pour but de consigner, à l'intention de la Commission, les objections que des agents négociateurs ont faites pour s'opposer aux propositions d'employeurs qui veulent que certains employés ou certaines classes d'employés membres d'une certaine unité de négociation soient considérés comme des employés «désignés». Depuis le 1er juin 1993, à la suite des modifications apportées à la Loi sur les relations de travail dans la fonction publique, ce sont les postes plutôt que les fonctionnaires dont l'exclusion est proposée au titre des fonctions nécessaires pour la sécurité du public. *Usages compatibles :* Appuyer les décisions de la Commission sur la question de savoir si certaines personnes membres de la Fonction publique du Canada sont des employés «désignés». *Normes de conservation et de destruction :* Les dossiers sont conservés pendant les 10 années qui suivent le règlement de ces cas. Les décisions de la Commission sont microfilmées trois ans après qu'elles ont été rendues. Ces microfilms sont conservés pendant 50 ans, puis transférés aux Archives nationales du Canada à des fins archivistiques. *No. APC :* 85-013 *Renvoi au dossier # :* RTF BSG 080 *Enregistrement (SCT) :* 000779 *Numéro de fichier :* RTF PCE 708

Griefs renvoyés à l'arbitrage
Description : Ce fichier contient les formulaires de renvoi à l'arbitrage, les copies de griefs, les réponses données par des employeurs à tous les paliers de la procédure de règlement des griefs, les avis d'auditions connexes ou les avis de décisions rendues par la Commission. *Catégorie de personnes :* Ce fichier concerne les personnes employées dans la Fonction publique du Canada ou au Parlement qui ont soumis des griefs à la Commission. *But :* Ce fichier a pour but d'enregistrer, à l'intention des arbitres membres de la Commission, les griefs concernant des violations alléguées de dispositions de conventions collectives ainsi que les griefs concernant des mesures disciplinaires importantes et, depuis le 1er juin 1993, à la suite des modifications apportées à la Loi sur les relations de travail dans la fonction publique, cessation d'emploi pour des motifs autres que ceux d'ordre disciplinaire. *Usages compatibles :* Appuyer les décisions de la Commission concernant les griefs arbitrables. *Normes de conservation et de destruction :* Les dossiers sont conservés pendant les 10 années qui suivent le règlement de ces cas. Les décisions de la Commission sont microfilmées trois ans après qu'elles ont été rendues. Ces microfilms sont conservés pendant 50 ans, puis transférés aux Archives nationales du Canada à des fins archivistiques. *No. APC :* 85-013 *Renvoi au dossier # :* RTF BSG 065 *Enregistrement (SCT) :* 000772 *Numéro de fichier :* RTF PCE 701

Opposition à l'exclusion de personnes en tant que préposées à la gestion ou à des fonctions confidentielles
Description : Ce fichier contient les demandes d'employeurs visant à exclure des employés de certaines unités de négociation, ainsi que les réponses données à ces demandes, et les décisions rendues par la Commission. *Catégorie de personnes :* Ce fichier concerne les personnes qui, selon l'employeur, exercent des fonctions confidentielles ou de gestion dans la Fonction publique du Canada, ou au Parlement. *But :* Ce fichier a pour but de consigner, à l'intention de la Commission, les objections que des agents négociateurs ont faites au sujet de propositions d'employeurs qui visent à exclure des employés de certaines unités de négociation, en invoquant comme motif que ces derniers exercent des fonctions confidentielles ou de gestion. Depuis le 1er juin 1993, à la suite des modifications apportées à la Loi sur les relations de travail dans la fonction publique, ce sont les postes plutôt que les fonctionnaires dont l'exclusion au titre des fonctions de direction ou de confiance est proposée. *Usages compatibles :* Appuyer les décisions de la Commission qui concernent l'exclusion de certaines personnes des unités de négociation. *Normes de conservation et de destruction :* Les dossiers sont conservés pendant les dix années qui suivent le règlement de ces cas. Les décisions de la Commission sont microfilmées trois ans après qu'elles ont été rendues. Ces microfilms sont conservés pendant 50 ans, puis transférés aux Archives nationales du Canada à des fins archivistiques. Les formules d'approbation d'exclusions sont conservées pendant deux ans à compter de la date où elles ont été données et sont ensuite détruites. *No. APC :* 85-013 *Renvoi au dossier # :* RTC BSG 075 *Enregistrement (SCT) :* 000773 *Numéro de fichier :* RTF PCE 702

Plaintes — Code canadien du travail — partie II
Description : Ce fichier contient les plaintes que les employés déposent contre leur employeur à la suite de mesures prises par ce dernier parce qu'ils ont agi en conformité avec les dispositions des articles 128 ou 129 du Code canadien du travail — partie II. *Catégorie de personnes :* Fonctionnaires fédéraux. *But :* Ce fichier a pour but de consigner la décision rendue par la Commission à l'égard des plaintes que les employés

pour but de consigner, à l'intention de la Commission, les demandes que des personnes ont faites en vertu de l'article 42 de la Loi sur les relations de travail dans la Fonction publique ou de l'article 29 de la Loi sur les relations de travail au Parlement pour obtenir une déclaration attestant que leur agent négociateur ne représente plus la majorité des employés membres d'une certaine unité de négociation. ***Usages compatibles :*** Appuyer les décisions de la Commission concernant les demandes de révocation de l'accréditation de certains agents négociateurs. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant les 10 années qui suivent le règlement de ces cas. Les décisions de la Commission sont microfilmées trois ans après qu'elles ont été rendues. Ces microfilms sont conservés pendant 50 ans, puis transférés aux Archives nationales du Canada à des fins archivistiques. ***No. APC :*** 85-013 ***Renvoi au dossier # :*** RTF BSG 025 ***Enregistrement (SCT) :*** 000775 ***Numéro de fichier :*** RTF PCE 704

Autorisation d'intenter des poursuites
Description : Ce fichier contient des demandes d'autorisation de poursuivre, des déclarations réglementaires ou assermentées, les réponses à ces demandes, les avis d'auditions connexes et les décisions rendues par la Commission. ***Catégorie de personnes :*** Ce fichier concerne les personnes membres de la Fonction publique du Canada ou employées au Parlement contre lesquelles, sur demande de leur employeur, on a envisagé ou l'on envisage actuellement des poursuites en raison d'une allégation selon laquelle elles n'ont pas observé certains articles de la Loi sur les relations de travail dans la Fonction publique. ***But :*** Ce fichier a pour but de consigner, à l'intention de la Commission, les demandes faites pour obtenir de la Commission l'autorisation de poursuivre en justice certaines personnes en raison d'une allégation selon laquelle ces personnes n'ont pas obéi à une interdiction quelconque prévue dans certains articles de la Loi sur les relations de travail dans la Fonction publique ou de la Loi sur les relations de travail au Parlement. ***Usages compatibles :*** Appuyer les décisions rendues par la Commission au sujet des demandes d'autorisation de poursuivre. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant les 10 années qui suivent le règlement de ces cas. Les décisions de la Commission sont microfilmées trois ans après qu'elles ont été rendues. Ces microfilms sont conservés pendant 50 ans, puis transférés aux Archives nationales du Canada à des fins archivistiques. ***No. APC :*** 85-013 ***Renvoi au dossier # :*** RTF BSG 105 ***Enregistrement (SCT) :*** 000778 ***Numéro de fichier :*** RTF PCE 707

Décisions des agents de sécurité
Description : Ce fichier contient les décisions des agents de sécurité qui sont renvoyées au Conseil, concernant le refus d'un employé de travailler pour cause de danger. ***Catégorie de personnes :*** Les fonctionnaires fédéraux qui ont demandé à un agent de sécurité de renvoyer sa décision à la Commission. ***But :*** Ce fichier a pour but de consigner les décisions rendues par la Commission à la suite d'une enquête sur les circonstances dans lesquelles l'agent de sécurité a pris sa décision ainsi que les motifs de cette dernière. ***Usages compatibles :*** Appuyer les décisions rendues par la Commission après son enquête sur les décisions des agents de sécurité, relatives à la présence ou non d'un danger. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant les 10 années qui suivent le règlement de ces cas. Les décisions de la Commission sont microfilmées trois ans après qu'elles ont été rendues. Ces microfilms sont conservés pendant 50 ans, puis transférés aux Archives nationales du Canada à des fins archivistiques. ***Renvoi au dossier # :*** RTF BSG 145 ***Enregistrement (SCT) :*** 001880 ***Numéro de fichier :*** RTF PCE 710

Demande de prolongation de délai
Description : Ce fichier contient les demandes de prolongation de délai, les avis d'auditions connexes et les décisions rendues par la Commission. ***Catégorie de personnes :*** Ce fichier concerne les personnes membres de la Fonction publique du Canada ou employées au Parlement qui ont présenté une demande de prolongation de délai afin de pouvoir présenter un grief ou donner une réponse à une procédure. ***But :*** Ce fichier a pour but de consigner, à l'intention de la Commission, les demandes de prolongation de délai faites par des personnes désireuses de présenter un grief à un employeur, de faire renvoyer un grief à l'arbitrage de la Commission, ou de soumettre une réponse à une procédure. ***Usages compatibles :*** Appuyer les décisions de la Commission concernant les demandes de prolongation de délai. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant les 10 années qui suivent le règlement de ces cas. Les décisions de la Commission sont microfilmées trois ans après qu'elles ont été rendues. Ces microfilms sont conservés pendant 50 ans, puis transférés aux Archives nationales du Canada à des fins archivistiques. ***No. APC :*** 85-013 ***Renvoi au dossier # :*** RTF BSG 110 ***Enregistrement (SCT) :*** 000776 ***Numéro de fichier :*** RTF PCE 705

Demande de révision
Description : Ce fichier contient les demandes de révision des décisions de la Commission, les réponses à ces demandes, les avis d'auditions connexes et les décisions rendues par la Commission au sujet du traitement de ces demandes. ***Catégorie de personnes :*** Ce fichier concerne les personnes membres de la Fonction publique du Canada ou employées au Parlement qui ont présenté à la Commission une demande en vue de faire réviser, amender, altérer ou modifier une décision quelconque rendue par la Commission. ***But :*** Ce fichier a pour but de consigner, à l'intention de la Commission, les demandes faites en vertu de l'article 27 de la Loi sur les relations de travail dans la Fonction publique ou de l'article 17 de la Loi sur les relations de travail au Parlement afin de faire réviser, amender, altérer ou modifier une décision ou une ordonnance quelconque rendue par cette Commission. ***Usages compatibles :*** Appuyer les décisions rendues par

vérification des références professionnelles. ***Normes de conservation et de destruction :*** Après le départ de l'employé, le dossier personnel est gardé jusqu'à ce que l'employé ait atteint l'âge de 70 ans ou jusqu'à deux ans après le décès de l'employé; après quoi le dossier est détruit, pourvu que deux ans se soient écoulés depuis la dernière utilisation à des fins administratives des renseignements en question. Les évaluations de rendement sont conservées au dossier de l'employé pendant une période de cinq ans, puis détruites. ***Enregistrement (SCT) :*** 003944 ***Numéro de fichier :*** CBN PPE 810

Commission des lieux et monuments historiques du Canada

Chapitre 44

Note : Les renseignements sur les employés de La Commission des lieux et monuments historiques du Canada sont détenus par Le ministère du Patrimoine canadien.

Commission des plaintes du public contre la Gendarmerie royale du Canada

Chapitre 45

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Langues officielles

Mesures disciplinaires

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Commission des relations de travail dans la Fonction publique

Chapitre 46

Fichiers centraux

Annulation de l'accréditation

Description : Ce fichier contient les demandes de révocation d'accréditation, les réponses à ces demandes, les avis d'auditions connexes et les décisions rendues par la Commission. ***Catégorie de personnes :*** Ce fichier concerne les personnes membres de la Fonction publique du Canada ou employées au Parlement qui sont réputées faire partie d'une unité de négociation et qui ont transmis à la Commission une demande de révocation de l'accréditation de leur agent négociateur. ***But :*** Ce fichier a

promotions, aux mutations, aux rétrogradations, à l'aide aux employés, aux mesures disciplinaires, à la fin de l'emploi et aux approbations de la rémunération au rendement. *Normes de conservation et de destruction :* Les dossiers doivent être conservés pendant une période de cinq (5) ans pour tous les employés. Après cette période, les dossiers sont détruits. *No. APC :* 86-001 *Renvoi au dossier # :* CFP DRH 160 *Enregistrement (SCT) :* 002919 *Numéro de fichier :* CFP PPE 812

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Formation et perfectionnement

Griefs

Harcèlement

Mesures disciplinaires

Primes d'encouragement

Stationnement

Voyages et réinstallations

Commission des champs de bataille nationaux

Chapitre 43

Fichiers particuliers

Dossier personnel d'un employé

Description : Ce fichier renferme des renseignements concernant les caractéristiques personnelles, y compris l'âge et le sexe; le numéro d'identification de l'employé; l'adresse du domicile; la citoyenneté; les études (diplômes, certificats et bulletins); les emplois antérieurs détenus; le curriculum vitae et les références; l'emplacement géographique et la situation dans l'organisation; les nominations, les mutations, les promotions et les démotions; les périodes d'emploi, y compris les périodes de stage, la durée de l'emploi; les évaluations du rendement; la classification, y compris les numéros de poste, les groupes, les niveaux, les titres et les traitements; les pensions et les assurances, y compris les noms des bénéficiaires. On peut également y trouver, le cas échéant, des renseignements concernant le service militaire, y compris les périodes et les domaines de service; la fin de l'emploi, y compris les certificats et les raisons qui ont mené au départ de l'employé. Le dossier individuel d'un employé peut comprendre des résumés de décisions concernant la dotation; les présences et les congés; la rémunération et les avantages; la formation et le perfectionnement; les décisions concernant les indemnités et l'aptitude au travail; les langues officielles; la discipline; et les autorisations sécuritaires. On trouve toutefois la principale série de renseignements concernant ces sujets dans les autres fichiers particuliers décrits dans ce chapitre. Il est possible que le dossier individuel de l'employé ne comprenne pas les renseignements personnels utilisés pour prendre des décisions dans les domaines susmentionnés. Parmi ces renseignements, certains sont introduits dans un système informatisé afin de permettre la préparation de rapports sur des sujets tels que la formation, la dotation effectuée au moyen du répertoire des ressources humaines, les présences et les congés ainsi que d'autres rapports connexes au besoin. *Catégorie de personnes :* Employés de la Commission des champs de bataille nationaux. *But :* Ce fichier contient le dossier de toutes les périodes d'emploi d'une personne et est conservé afin de faciliter l'administration du personnel. Les renseignements contenus dans les dossiers d'un employé peuvent être utilisés aux fins suivantes : prendre des décisions ayant trait à la dotation; aux présences et aux congés; à la rémunération et aux avantages; à la formation et au développement; à l'hygiène et à la sécurité professionnelles; aux langues officielles; à la discipline; au niveau de sécurité; lorsque les renseignements contenus dans un domaine peuvent avoir une incidence sur une décision prise dans un autre domaine. Et ce qui a trait aux cas susmentionnés, le fichier peut contenir des renseignements présentés de manière succincte reliés à d'autres renseignements plus détaillés contenus dans d'autres banques. Ces renseignements peuvent être utilisés, en autant que ce soit d'une manière conforme aux usages prévus, afin de faire en sorte que les mesures prises en matière de personnel soient coordonnées dans le meilleur intérêt de l'employé et de l'employeur. *Usages compatibles :* Ce fichier sert principalement à fournir de la documentation et donner des autorisations pour les nominations, les mutations, les promotions, les rétrogradations, la fin de l'emploi et les pensions de retraite. Il sert aussi à identifier les décisions relatives à la dotation, aux présences et aux congés; à la rémunération et aux avantages; à la formation et au perfectionnement; à l'hygiène et à la sécurité professionnelles; aux langues officielles; à la discipline; aux autorisations sécuritaires ainsi qu'à la

Enregistrement (SCT) : 002903 *Numéro de fichier :* CFP PPE 808

Programme d'équité en matière d'emploi
Description : Ce fichier peut contenir des renseignements personnels sur les employés, notamment sur leurs études; leurs antécédents professionnels et leurs projets de carrière; leur formation et leur perfectionnement; tous ces renseignements ont été recueillis en fonction des questionnaires ou des entrevues, ou compilés à partir de leurs dossiers ou des systèmes de données automatisés. Les répondants doivent indiquer s'ils sont autochtones, s'ils souffrent d'une invalidité permanente ou continue ou s'ils font partie d'un groupe des minorités visibles. Le numéro d'assurance sociale peut servir à identifier les employés lorsque les ministères et organismes fédéraux ne peuvent pas utiliser un questionnaire anonyme ou lorsqu'il est nécessaire d'avoir ces indicatifs afin de pouvoir trouver le dossier de l'employé. *Catégorie de personnes :* Les renseignements dans ce fichier se rapportent aux employés de l'institution. *But :* Ce fichier contient toute la documentation nécessaire à la mise en oeuvre de la politique en matière d'équité en matière d'emploi pour tous les ministères et organismes fédéraux assujettis à l'annexe 1 de la partie 1 de la Loi sur les relations de travail dans la fonction publique. C'est grâce à ces renseignements qu'il est possible d'avoir toutes les données au sujet des employés, présentées selon leur sexe et leur groupe cible (femmes, autochtones et handicapés physiques et mentaux et minorités visibles). *Usages compatibles :* Ces renseignements sont utilisés afin de réaliser un profil personnel des employés et de comparer la situation des membres des groupes cibles avec celles des autres groupes au sein des ministères et organismes fédéraux et avec leurs homologues sur le marché du travail. Le numéro d'assurance sociale ou le numéro de l'employé peut servir à établir un lien entre les renseignements contenus dans ce fichier et ceux conservés dans un autre fichier comprenant des renseignements sur les employés (par exemple, le Système d'information pour la gestion du personnel) et ce, à des fins statistiques et lorsque la conservation de tels renseignements est conforme aux usages pour lesquels les renseignements personnels ont été recueillis. Les renseignements recueillis sont utilisés dans le cadre des programmes d'équité en matière d'emploi du gouvernement, afin de déterminer s'il y a discrimination systémique dans l'embauche, de l'éliminer s'il y a lieu et d'introduire des mesures temporaires spéciales qui permettront aux groupes cibles d'être admis et d'être représentés d'une manière équitable au sein de la fonction publique fédérale. Les renseignements peuvent également être utilisés à l'élaboration et la mise en oeuvre de la politique connexe à l'équité en matière d'emploi. *Normes de conservation et de destruction :* Les dossiers sont conservés pendant cinq (5) ans et sont ensuite détruits. *No. APC :* 86-001 *Renvoi au dossier # :* CFP DRH 160 *Enregistrement (SCT) :* 002920 *Numéro de fichier :* CFP PPE 813

Rémunération et avantages
Description : Ce fichier peut contenir les certifications nécessaires pour la rémunération, les indemnités et les déductions et présente des renseignements au sujet du traitement et des avantages pour chaque employé y compris le numéro d'assurance sociale et le code d'identification de dossier personnel (CIDP) débutant le 1er mars 1994 ainsi que la correspondance connexe à l'administration de la paye et des avantages. Le fichier peut également comprendre des dispositions concernant les fonds relatifs à la saisie-arrêt et à la distraction. Le dossier touchant les gains et la pension de retraite est joint au dossier personnel de chaque employé. *Catégorie de personnes :* Ce fichier concerne les employés de l'institution. *But :* Ce fichier contient de la documentation sur l'administration de la rémunération et des avantages au sein des ministères et organismes fédéraux. Il sert également à approuver le paiement des traitements et des indemnités ainsi que les retenues. Le numéro d'assurance sociale est utilisé à des fins d'identification et afin d'assurer que l'administration de la paye et des avantages soit uniforme. Il faut inscrire le numéro d'assurance sociale; toutefois, il peut y avoir des cas d'exception lorsqu'il y a des circonstances spéciales. *Usages compatibles :* Il permet en outre la vérification et la conciliation des comptes relatifs à la paye (par exemple, la rémunération et l'admissibilité des employés) et étayer le recouvrement des trop-payés et des dettes envers la Couronne et, le cas échéant, permettre, conformément à la Loi sur la saisie-arrêt et la distraction de pensions, de procéder à la saisie-arrêt et à la distraction des fonds. *Normes de conservation et de destruction :* Les dossiers peuvent être détruits deux ans après la fin de l'exercice financier lorsqu'il s'agit de documents généraux relatifs à la paye et aux déductions et pour la correspondance connexe; toutefois, cette règle ne s'applique plus dans les cas de règlement des questions de paiement excédentaire, de perception des dettes dues à la Couronne, de mise en vigueur des mesures relatives à la saisie-arrêt et à la distraction de fonds. Dans ces cas les dossiers sont conservés jusqu'à ce que les questions de paiement excédentaire soient réglées, que la dette soit recouvrée ou que les mesures concernant la saisie-arrêt et la distraction ne soient plus en vigueur. Les listes de paie sont conservées pendant six (6) ans et ensuite elles sont détruites. *No. APC :* 86-001 *Renvoi au dossier # :* CFP DRH 155 *Enregistrement (SCT) :* 002916 *Numéro de fichier :* CFP PPE 809

Rétroaction sur le rendement
Description : Ce fichier contient des évaluations, des rapports et de la correspondance concernant le rendement de l'employé au travail (habiletés, aptitudes, réalisations et intérêts). *Catégorie de personnes :* Les employés de l'institution. *But :* Ce fichier contient des renseignements concernant la communication et rétroaction constante entre le surveillant ou la surveillante et son personnel en ce qui a trait aux attentes et au rendement au travail. *Usages compatibles :* Il sert également à étayer les décisions ayant trait aux

perfectionnement des membres du personnel. *Catégorie de personnes :* Ce fichier concerne les membres du personnel de l'institution. *But :* Ce fichier a pour but de fournir de la documentation pour l'administration des Programmes de formation et de perfectionnement au sein des ministères et organismes fédéraux. *Usages compatibles :* Il sert également à approuver et inscrire la participation des memebres du personnel à des cours de formation et de perfectionnement. *Normes de conservation et de destruction :* Les dossiers sont détruits deux (2) ans après la fin des cours de formation et de perfectionnement suivis par un membre du personnel. Cependant les données sont préservées sur ruban magnétique pour une période de cinq (5) ans. *No. APC :* 86-001 *Renvoi au dossier # :* CFP DRH 160 *Enregistrement (SCT) :* 002917 *Numéro de fichier :* CFP PPE 810

Langues officielles
Description : Ce fichier peut contenir les inscriptions aux cours et des renseignements relatifs aux présences; des demandes de formation linguistique comprenant des données personnelles de base utilisées à des fins d'identification, comme la première langue officielle de l'employé, sa date de naissance, le code d'identification des données personnelles et son numéro d'assurance sociale; les résultats des examens de connaissance linguistique; les certificats de formation et la correspondance concernant les qualifications de l'employé en matière de langues officielles. Le fichier peut également comprendre un double de la formule destinée au Système d'information sur les langues officielles (SILO) et au Module d'information sur la formation linguistique (MIFL). On trouve également des données semblables dans les fichiers centraux de la Commission de la fonction publique et du Secrétariat du Conseil du Trésor. *Catégorie de personnes :* Ce fichier concerne les employés de l'institution. *But :* Ce fichier a pour but de fournir de la documentation nécessaire à l'administration des politiques en matière de langues officielles relatives aux employés de la Commission de la fonction publique. Il vise à justifier et à étayer les décisions touchant les qualifications en matière de langues officielles et les épreuves linguistiques, ainsi qu'à justifier le besoin en formation linguistique et à confirmer les réalisations des employés. Il sert également à étayer et justifier les décisions concernant chaque employé, en matière de questions de dotation, d'admissibilité à la prime au bilinguisme et à la formation linguistique, de mutations et de promotions. *Usages compatibles :* Il permet également de déterminer le statut linguistique de l'employé et de vérifier l'administration des programmes relatifs aux langues officielles. *Normes de conservation et de destruction :* Les dossiers sont détruits deux (2) ans après la date de la dernière justification. *No. APC :* 86-001 *Renvoi au dossier # :* CFP DRH 150 *Enregistrement (SCT) :* 002918 *Numéro de fichier :* CFP PPE 811

Postes de flexibilité EX et Plan de rémunération d'affectation spéciale
Description : Ce fichier peut contenir l'entente entre l'employé et ou les organisations en cause, la correspondance administrative, un rapport d'opération de dotation, un formulaire d'approbation et un curriculum vitae sur demande. *Catégorie de personnes :* Fonctionnaires embauchés par la Commission de la fonction publique dans des postes surclassifiés au niveau EX et les employés des autres groupes embauchés sous le Plan de rémunération d'affectation spéciale (PRAS). *But :* Ce fichier existe pour consigner et pour contrôler les situations de surclassification du poste EX et du Plan de rémunération d'affectation spéciale à la Commission de la fonction publique. *Usages compatibles :* Le fichier sert à administrer et à maintenir des données sur les cas de surclassification du poste EX et du Plan de rémunération d'affectation spéciale. Il sert également à fournir des renseignements d'ordre général aux gestionnaires de la Commission et au Conseil du Trésor sur demande. *Normes de conservation et de destruction :* Les dossiers sont normalement conservés pendant deux (2) ans, puis sont ensuite détruits. *No. APC :* 85-016 *Renvoi au dossier # :* CFP DRH 165 *Enregistrement (SCT) :* 001486 *Numéro de fichier :* CFP PPE 801

Présences et congés
Description : Ce fichier peut contenir des rapports sur les absences et les demandes de congé, ainsi que les certificats médicaux connexes à un congé de maladie. Sur tous ces documents, on doit inscrire le numéro d'assurance sociale (ou code d'identification de dossier personnel (CIDP) débutant le 1er mars 1994), afin de vérifier l'identité de l'individu; on doit également joindre la correspondance connexe aux présences et congés. Toutefois, il n'est pas nécessaire d'inscrire le numéro d'assurance sociale pour chaque type de données. Le dossier annuel portant sur les congés et les présences est joint au dossier personnel d'un employé. Certains renseignements relatifs aux congés et aux présences sont présentés sous forme de modules automatisés dans le SEPC (Système d'enregistrement des présences et des congés). *Catégorie de personnes :* Ce fichier concerne les employés de l'institution. *But :* Ce fichier a pour but d'étayer l'administration des congés et des présences des employés au sein des ministères et organismes fédéraux. *Usages compatibles :* Il sert également à consigner les congés autorisés et les jours de présence; étayer les décisions relatives à la rémunération et aux avantages, notamment en ce qui a trait aux congés et à la fin de l'emploi; et déterminer quelle est l'utilisation des congés et le taux d'absentéisme. Liens avec d'autres systèmes : des renseignements de ce système sont partagés une fois par année avec le Système de rapports sur les congés et le Système de rapports sur les services supplémentaires du C.T. *Normes de conservation et de destruction :* Les dossiers sont détruits deux (2) ans après la fin de l'exercice financier. Les données informatisées sont conservées pendant cinq (5) ans. *No. APC :* 86-001 *Renvoi au dossier # :* CFP DRH 155

retraite. *Usages compatibles :* Il sert également à identifier les décisions relatives à la dotation, aux présences et aux congés; à la rémunération et aux avantages; à la formation et au perfectionnement; à l'hygiène et à la sécurité professionnelles; aux langues officielles; à la discipline; aux autorisations sécuritaires ainsi qu'à la vérification des références professionnelles. Ces renseignements servent également à Approvisionnements et Services Canada, car ils facilitent le paiement des traitements; aux divers régimes d'assurance-maladie provinciaux; aux assureurs de groupe; aux syndicats (retenue des cotisations); et à Santé nationale et Bien-être social (aux fins des pensions) primes pour longs états de service et administration du personnel. *Normes de conservation et de destruction :* Les dossiers sont gardés par l'organisme ou le ministère pour lequel travaille actuellement l'employé pour toute la durée d'emploi, plus un an. Après cette période, les renseignements sont transférés aux Archives nationales du Canada et sont gardés jusqu'à ce que l'employé ait atteint l'âge de quatre-vingt (80) ans ou jusqu'à deux (2) ans après le décès de l'employé; après quoi, le dossier est détruit, pourvu que deux (2) ans se soient écoulés depuis la dernière utilisation à des fins administratives des renseignements en question. Quant aux dossiers relatifs à des mesures disciplinaires, la durée de conservation est mentionnée dans les conventions collectives pertinentes, ou elle est de deux (2) ans suivant la date à laquelle les mesures disciplinaires ont été prises, autant qu'aucune autre mesure disciplinaire n'ait été prise depuis. Lorsque les mesures disciplinaires ont été annulées, c'est l'organisme ou le ministère qui voit à ce que le document touchant cette mesure soit immédiatement détruit. Pour tous les renseignements jugés de nature historique ou qui ont une valeur sur le plan des archives, c'est l'archiviste national qui décide quels dossiers seront conservés en permanence par les Archives nationales du Canada. *No. APC :* 86-001 *Renvoi au dossier # :* CFP DRH 155 *Enregistrement (SCT) :* 002902 *Numéro de fichier :* CFP PPE 807

Dotation

Description : Ce fichier contient les demandes de dotation; les descriptions de poste; les échelles de salaire; les profils de sélection; les affiches de concours; les demandes de mutation; les protocoles d'entente; les formulaires de nomination; la correspondance générale; les listes de bénéficiaires de priorités; les imprimés d'ordinateur relatifs au répertoire des ressources humaines; les demandes d'emploi des candidats; les listes de candidats; les évaluations des jurys de sélection, y compris les notes d'évaluation provenant du comité de dotation en personnel; les documents relatifs aux examens et à leurs résultats; les listes d'admissibilité; les offres d'emploi; les avis destinés aux candidats; les avis relatifs au droit d'appel et les documents à cet égard; la correspondance relative à la dotation faite par divers moyens, notamment par voie de concours et à l'aide du répertoire des ressources humaines. On trouve dans les dossiers du fichier une grande variété de renseignements personnels qui peuvent comprendre l'âge, le sexe, le niveau de scolarité, le numéro d'assurance sociale et les données d'auto-identification volontaire liées à l'équité en matière d'emploi. On peut également trouver des avis relatifs à des décisions de dotation dans le dossier personnel d'un employé. *Catégorie de personnes :* Employés de l'institution incluant les personnes qui bénéficient d'un statut prioritaire ou qui sont en affectation/détachement. *But :* Ce fichier contient des renseignements qui peuvent être utilisés pour la dotation de poste au sein des ministères et organismes fédéraux. Il est également une source de renseignements pour les programmes et les services d'équité en matière d'emploi. *Usages compatibles :* Sélectionner des candidats, doter des postes et traiter les appels relatifs aux nominations et aux promotions. Il est possible de rattacher les données d'auto-identification volontaire liées aux programmes et aux services d'équité en matière d'emploi aux données consignées dans d'autres fichiers, à condition que l'on utilise ces renseignements personnels aux fins auxquelles ils ont été recueillis. Sur demande, des renseignements peuvent être fournis à un participant à un processus de sélection conformément à la politique de la Commission de la fonction publique (CFP) sur la "Communication de renseignements à la suite d'une sélection" en vue d'expliquer les raisons de la décision. Il faut, le cas échéant, inscrire le numéro du concours. *Normes de conservation et de destruction :* Les dossiers sont conservés pendant une période de deux (2) ans suivant l'expiration de la liste d'admissibilité utilisée pour combler un poste et, ensuite, les dossiers sont détruits, pourvu que deux (2) ans se soient écoulés depuis la dernière utilisation à des fins administratives des renseignements en question. Les dossiers d'affectation sont conservés pendant deux ans après la fin de l'affectation. Les dossiers d'employés qui ont une priorité de nomination sont conservés pendant cinq (5) ans à compter de la date de la fin du statut de priorité. Les documents concernant la paie et les protocoles d'entente sont déposés au dossier personnel de l'employé. *No. APC :* 86-001 *Renvoi au dossier # :* CFP DGM 920 *Enregistrement (SCT) :* 003313 *Numéro de fichier :* CFP PPE 816

Formation et perfectionnement

Description : Ce fichier peut contenir les demandes pour suivre les cours et les évaluations de cours; le numéro d'assurance sociale; les résultats des examens et certificats; les dossiers concernant le paiement des frais; la correspondance connexe à la participation des membres du personnel à des cours de formation et de perfectionnement parrainés par le gouvernement ou par des organismes privés. Il convient de signaler que les dossiers relatifs à la participation et aux résultats obtenus peuvent être joints aux dossiers personnels des membres du personnel et que l'on trouve dans le fichier concernant les évaluations de rendement les renseignements touchant les besoins de formation et de perfectionnement pour chaque membre du personnel. Le Système d'information sur les ressources humaines (SIRH) peut fournir certains renseignements sur la formation et le

témoins, les primes au mérite, le paiement des frais d'appel interurbain, les primes à l'initiative, les remboursements, les rajustements salariaux et le dépôt des chèques de paie. *Catégorie de personnes :* Les employés du ministère qui ont effectué une opération financière au sein de la Commission de la fonction publique. *But :* Le fichier sert à payer les employés, recouvrer des créances, déposer des chèques de paie et consigner les opérations financières liées aux comptes créditeurs et aux comptes débiteurs. *Usages compatibles :* Les renseignements sont également utilisés pour produire des rapports statistiques et effectuer des analyses. *Normes de conservation et de destruction :* Les documents sont conservés pendant six (6) ans et sont ensuite détruits. *No. APC :* 85-016 *Renvoi au dossier # :* CFP DGM 914 *Enregistrement (SCT) :* 002413 *Numéro de fichier :* CFP PPE 815

Demandes de déploiement, mutation et affectation et dossiers de perfectionnement professionnel des employés

Description : Ce fichier peut contenir des demandes de déploiement, affectation ou mutation, des curriculum vitae, des évaluations de rendement, des références, des renseignements concernant les entrevues et le counselling, des tests ainsi que des résultats et évaluations de tests, et de la correspondance générale. Les employés qui demandent accès à leur dossier doivent indiquer leur statut et la direction générale concernée. *Catégorie de personnes :* Les employés de la Commission de la fonction publique qui ont demandé une affectation et/ou ont été nommés par la direction à des fins de perfectionnement professionnel, ou qui désirent planifier leur carrière. *But :* Ce fichier a été créé pour promouvoir le redéploiement des employés de la Commission de la fonction publique ainsi que pour répondre aux besoins signalés en matière de perfectionnement professionnel. *Usages compatibles :* Ce fichier sert à aider les employés dans leur planification de carrière et dans leur recherche d'emplois permanents ou d'affectations temporaires en leur fournissant de la formation, des conseils et un service d'orientation. Il sert aussi à identifier des employés potentiels aux fins d'affectation et à les référer pour des postes au sein de la fonction publique. *Normes de conservation et de destruction :* Les dossiers de candidats sont conservés pendant deux (2) ans après qu'ils cessent d'être candidats. *No. APC :* 85-016 *Renvoi au dossier # :* CFP DRH 160 *Enregistrement (SCT) :* 001910 *Numéro de fichier :* CFP PPE 806

Dossier personnel d'un employé

Description : Ce fichier peut contenir le dossier sommaire de toutes les périodes d'emploi d'une personne au sein des ministères et organismes fédéraux. Ce dossier est conservé afin de faciliter l'administration du personnel. Les renseignements contenus dans les dossiers d'un employé peuvent être utilisés aux fins suivantes : prendre des décisions ayant trait à la dotation; aux présences et aux congés; à la rémunération et aux avantages; à la formation et au perfectionnement; à l'hygiène et à la sécurité professionnelles; aux langues officielles; à la discipline; au niveau de sécurité; et lorsque les renseignements touchant un domaine peuvent influer sur une décision prise dans un autre domaine. Dans les cas susmentionnés, le fichier contient des renseignements succincts et connexes à des renseignements plus détaillés trouvés dans d'autres fichiers. Ces renseignements peuvent être utilisés, autant que ce soit d'une manière conforme aux usages prévus, afin d'assurer que les mesures prises en matière de personnel au sein des ministères et organismes fédéraux soient coordonnées dans le meilleur intérêt de l'employé et de l'employeur. C'est l'organisme ou le ministère pour lequel l'employé travaille présentement qui exerce le contrôle sur le dossier personnel de ce dernier. Ce fichier renferme des renseignements concernant les caractéristiques personnelles, notamment l'âge et le sexe; le numéro d'assurance sociale; le code d'identification de dossier personnel (CIDP) débutant le 1er mars 1994; l'adresse domiciliaire; la citoyenneté; les études (diplômes, certificats et bulletins); les emplois antérieurs non gouvernementaux, le curriculum vitae et les références; l'emplacement de l'organisme ou du ministère; les nominations, les mutations, les promotions et les rétrogradations; les périodes d'emploi, notamment les stages, les mises à pied et la durée de l'emploi; la classification, notamment les numéros de poste, les groupes, les niveaux, les titres et les traitements; les pensions et les assurances, notamment les noms des bénéficiaires. On peut également y trouver, le cas échéant, des renseignements concernant le service militaire, y compris les périodes et les domaines de service; les exclusions des négociations collectives, notamment le statut d'un employé désigné et l'identification d'un agent de négociation; les réalisations professionnelles, y compris les publications, les brevets et les primes; les passeports et les permis d'armes à feu nécessaires pour occuper le poste; la fin de l'emploi, notamment les certificats et les raisons du départ de l'employé. Le dossier individuel d'un employé comprend des résumés de décisions concernant la dotation; les présences et les congés; le surtemps, la rémunération et les avantages; la formation et le perfectionnement; les décisions concernant les indemnités et l'aptitude au travail; les langues officielles; la discipline; et les autorisations sécuritaires. On trouve toutefois les renseignements principaux concernant ces sujets dans les autres fichiers ordinaires décrits ci-après. Il se peut que le dossier individuel de l'employé ne comprenne pas les renseignements personnels utilisés pour prendre des décisions dans les domaines susmentionnés. Le Système d'information sur les ressources humaines (SIRH) peut fournir certains renseignements sur la formation et le perfectionnement des employés. *Catégorie de personnes :* Ce fichier concerne les employés de l'institution. *But :* Ce fichier a pour but de fournir de la documentation et de donner des autorisations pour les nominations, les mutations, les promotions, les rétrogradations, la fin de l'emploi et les pensions de

renseignements sont informatisés. ***Catégorie de personnes :*** Fonctionnaires et autres qui ont une priorité de nomination statutaire ou administrative. ***But :*** Ce fichier existe conformément aux articles 29, 30 et 39 de la Loi sur l'emploi dans la fonction publique et aux articles 33 à 38 du Règlement sur l'emploi dans la fonction publique en vue de fournir des renseignements sur les personnes ayant une priorité statutaire. Il sert aussi à identifier les listes d'admissibilité appropriées aux fins de la section 28 (renvoi en période de stage). Il existe aussi conformément à diverses politiques de la Commission de la fonction publique en vue de fournir des renseignements sur les personnes ayant une priorité administrative de nomination. ***Usages compatibles :*** Ce fichier sert à identifier les personnes ayant une priorité statutaire ou administrative en vue d'une nomination et à entreprendre des recherches afin de leur trouver un poste. Des rapports ad hoc sont régulièrement remis au Conseil du Trésor, aux ministères, aux unions et à la gestion de la CFP pour fins de contrôle et de statistiques. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant cinq (5) ans à compter de la date de la fin du statut de priorité, puis sont ensuite détruits. Certains renseignements informatisés sont conservés indéfiniment. ***No. APC :*** 85-016 ***Renvoi au dossier # :*** CFP DGD 030 ***Enregistrement (SCT) :*** 001452 ***Numéro de fichier :*** CFP PCE 709

Systèmes informatisés de relevés statistiques
Description : Ce fichier regroupe des systèmes informatiques que tient à jour la Commission de la fonction publique et qui renferment des renseignements personnels de base tels que : numéros d'assurance sociale, antécédents professionnels, situation d'emploi, compétence linguistique ou motifs de cessation d'emploi. Bien qu'il n'existe aucun document pour ces systèmes, il peut y avoir un document d'entrée dans certains cas. Le fichier regroupe les systèmes informatiques suivants : le Système de gestion de l'information sur les nominations (SGIN), le Système des séparations, le Système de rapports concernant le réaménagement de l'effectif (SRRE), le Fichier statistique trimestriel (FST) et le Programme d'emplois d'été axés sur la carrière (PEÉAC). Les données de ces systèmes proviennent du Système titulaire-mobilité du CT, du Système d'information sur les langues officielles du CT ou encore des actes de nomination ou des relevés statistiques reçus de d'autres ministères. ***Catégorie de personnes :*** Toutes les personnes qui ont été nommées à des postes dans la fonction publique ou qui ont quitté la fonction publique. ***But :*** On a instauré ces systèmes afin de consigner des renseignements sur les nominations à la fonction publique, les départs, la répartition des fonctionnaires selon les ministères et les emplacements, le programme quinquennal de réduction de l'effectif et le programme d'emplois d'été. ***Usages compatibles :*** Les renseignements servent à l'établissement de rapports statistiques, à la planification et à l'analyse des ressources humaines, à la surveillance des activités de dotation, à la production du rapport annuel de la Commission de la fonction publique, ainsi qu'aux fins de d'autres rapports au Conseil du Trésor sur l'utilisation des ressources humaines et l'état des programmes. Liens avec d'autres systèmes : le SIGN fournit au Système d'information des ressources de gestion (SIRG) des données de base et les changements résultant de nominations. Il est aussi couplé avec le SIRG, le Fichier des statistiques annuel sur les effectifs, le Système des séparations et le Système d'information sur les langues officielles (SILO) du Conseil du Trésor pour produire le Fichier statistique trimestriel. Il est aussi couplé avec le Système sur la formation, le perfectionnement et les capacités des agents de dotation pour vérifier l'accréditation des agents lors de nominations et avec le Système national du répertoire automatisé des candidats (SNRAC) et le PEEAC pour fournir des renseignements sur les nominations. Il est jumelé avec le SILO pour vérifier les exigences linguistiques des postes avec les compétences des titulaires. Des données de base du Système des séparations sont utilisées pour mettre à jour le SIRG et pour créer le FST. Des renseignements sont retirés des Systèmes titulaires/mobilité du CT et du Système d'administration des priorités et versés dans le SRRE pour tracer le progrès des personnes affectées par le processus de réduction des effectifs. Le FST est couplé avec le SGIN, le SILO, le SIRG, le Système des séparations et les Systèmes titulaires/mobilité du Conseil du Trésor à des fins de statistiques. Le PEEAC est jumelé avec le SGIN pour déterminer le nombre d'étudiants qui deviennent des employés réguliers de la fonction publique. Des renseignements contenus dans le FST et le SGIN sont aussi couplés avec le Fichier de données sur les groupes visés par l'équité en matière d'emploi du C.T. (SCT PCE 706) à des fins statistiques. Aucun renseignement personnel est divulgué qui permettrait, selon une estimation raisonnable, d'identifier la personne à laquelle il se rapporte. ***Normes de conservation et de destruction :*** SGIN : le rapport sur les opérations de dotation est conservé pendant trois (3) ans à compter de la date où la CFP le reçoit. Les données informatisées sont conservées en direct pendant deux ans, puis sont transférées sur ruban, lequel est détruit après vingt cinq (25) ans. Séparations : les renseignements informatisés sont conservés jusqu'à ce qu'ils soient périmés, puis ils sont supprimés. SRRE : les dossiers sont conservés pendant dix (10) ans ou jusqu'à ce qu'ils soient remplacés ou périmés. FST : les renseignements personnels sont conservés pendant cinq (5) ans à partir du moment ou ils ont été recueillis, puis sont transférés sur ruban. PEÉAC : les renseignements sur les dossiers du PEÉAC sont conservés pendant cinq (5) ans, puis sont transférés sur ruban. ***No. APC :*** 85-016/94-001 ***Renvoi au dossier # :*** CFP DGD 030 ***Enregistrement (SCT) :*** 002299 ***Numéro de fichier :*** CFP PCE 761

Fichiers particuliers

Comptes créditeurs et comptes débiteurs
Description : Ce fichier peut renfermer des renseignements sur les dépenses engagées par des

conservés pendant trente (30) ans après avoir été déclarés inactifs, puis ils sont détruits. *No. APC :* à être approuvé. *Renvoi au dossier # :* CFP DGD 030 *Enregistrement (SCT) :* 002912 *Numéro de fichier :* CFP PCE 765

Système d'information des ressources de gestion
Description : Ce fichier peut contenir les certificats de nomination; les fiches d'employés; les données personnelles de base; les compétences; les antécédents professionnels; les aspirations de carrière, l'expérience en gestion et les cours de perfectionnement et de formation suivis. Dans le cas des fonctionnaires dans le groupe de la direction, le fichier peut contenir aussi les avis de mise en disponibilité, les avis concernant la situation d'employé excédentaire ou bénéficiaire de priorité administrative; les notes concernant les demandes de mutation et l'identification de la nécessité de déploiement; les notes concernant les cas où la candidature de l'employé a été étudiée en vue de doter un poste; la note de service la plus récente (rapport du jury) à la Commission; la lettre d'offre et d'acceptation; les notes au dossier, les lettres de recommandation, les formulaires d'inclusion à la liste d'intervention, l'autorisation du sous-chef d'inclure un nom sur la liste d'intervention, et les notes/rapports de considération et d'orientation. *Catégorie de personnes :* Fonctionnaires des groupes et des niveaux déclarés admissibles par la Commission de la fonction publique, les fonctionnaires qui participent ou qui recherchent une affectation dans le cadre du Programme Échanges Canada ou du Programme des affectations internationales, ou qui figurent sur la liste d'intervention. *But :* Ce fichier existe afin de permettre à la Commission de la fonction publique d'exercer ses pouvoirs et de s'acquitter de ses fonctions aux termes de l'article 5 de la Loi sur l'emploi dans la fonction publique et des règlements, c'est-à-dire de maintenir un répertoire des candidats pour des postes à des groupes et niveaux éligibles déterminés par la Commission. *Usages compatibles :* Ce fichier sert à fournir des renseignements au Conseil du Trésor et aux ministères aux fins de la dotation en personnel, de la gestion des ressources humaines, de la statistique, de l'analyse, de l'évaluation et de la planification de la gestion de carrière. Liens avec d'autres systèmes : le SIRG est régulièrement couplé avec le Système d'information des titulaires du Conseil du Trésor (SCT PCE 723) pour obtenir des renseignements sur les employés, avec le Système d'information sur le personnel supérieur du Conseil du Trésor (SCT PCE 715) pour obtenir des renseignements sur les postes, avec le Système de gestion de l'information sur les nominations de la CFP pour mettre à jour les changements provenant de nominations et avec le Système des séparations pour identifier les personnes qui ont quitté la Fonction publique. Il est aussi couplé avec le Fichier de données sur les groupes visés par l'équité en matière d'emploi (SCT PCE 706) pour fournir des renseignements au Conseil du Trésor en ce qui a trait à l'équité en matière d'emploi. Des données de base sont aussi partagées avec les Système CAP, le Système Échanges Canada/Programmes internationaux, les Répertoire des postulants au groupe de la direction et le Fichier statistique trimestriel. *Normes de conservation et de destruction :* Les dossiers des nominations à des postes du groupe de la direction sont conservés pour la durée de l'emploi, plus un an, et sont ensuite transférés aux Archives nationales du Canada où ils sont conservés pour un an après que l'employé a atteint l'âge de 70 ans ou pendant une période de deux (2) ans à compter de la date de décès, ou encore en permanence s'ils sont jugés documents historiques. Les dossiers pour les nominations à des postes non inclus dans le groupe de la direction sont conservés pendant cinq (5) ans après avoir été retirés du répertoire et sont ensuite détruits. Les données informatisées sont conservées pendant dix (10) ans après avoir été retirées du système ou après que l'employé a quitté la fonction publique. Elles sont ensuite supprimées. Les évaluations de rendement sont conservées pendant cinq (5) ans et sont ensuite détruites. *No. APC :* 85-016 *Renvoi au dossier # :* CFP DGD 065 *Enregistrement (SCT) :* 001477 *Numéro de fichier :* CFP PCE 734

Système d'information et d'inscription aux cours
Description : Ce fichier peut contenir des renseignements de base sur le personnel et des données administratives sur les cours suivis. Toutes les personnes qui remplissent un formulaire de demande d'accès à des renseignements personnels sont priées d'indiquer le numéro de cours pertinent à la Direction générale des programmes de formation de la Commission. *Catégorie de personnes :* Fonctionnaires qui ont suivi ou qui suivent un cours professionnel ou un cours de gestion offert par la Direction générale des programmes de formation de la Commission. *But :* Ce fichier existe conformément aux dispositions de l'alinéa 5(b) de la Loi sur l'emploi dans la fonction publique en vue d'établir et de tenir des dossiers sur les employés et les personnes qui ont suivi ou qui suivent un cours professionnel ou un cours de gestion offert par la Direction générale des programmes de formation de la Commission. *Usages compatibles :* Le fichier sert à fournir les renseignements nécessaires pour donner les cours de formation professionnelle et de gestion offerts par la Commission. *Normes de conservation et de destruction :* Les dossiers sont conservés pendant cinq (5) ans après la fin de l'activité de formation, puis sont ensuite détruits. Les données informatisées sont conservées pendant dix (10 ans) après la période de formation. *No. APC :* 85-016 *Renvoi au dossier # :* CFP DGF 120 *Enregistrement (SCT) :* 001478 *Numéro de fichier :* CFP PCE 735

Système des priorités statutaires et administratives
Description : Ce fichier peut contenir des renseignements personnels de base; des renseignements sur les priorités administratives ou statutaires et les résultats des présentations faites aux ministères. Les genres de priorité sont : congé, personnel des ministres, mise en disponibilité, excédentaire, échec à la formation linguistique, renvoi en cours de stage, réinstallation du conjoint et poste déclaré surévalué. Certains

Les personnes qui remplissent un formulaire de demande d'accès à des renseignements personnels sont priées d'indiquer leur numéro d'assurance sociale. Le numéro d'assurance sociale sera utilisé jusqu'à ce qu'il soit remplacé par un système d'identification reposant sur l'attribution d'un code unique à chaque fonctionnaire. *But :* Ce fichier existe conformément aux dispositions de l'article 16(1) de la Loi sur l'emploi dans la fonction publique et de l'article 14(1) du Règlement sur l'emploi dans la fonction publique en vue de consigner les renseignements sur les examens soumis aux fins de la sélection (concours ou autres types de sélection). *Usages compatibles :* Le fichier sert à conserver et à fournir aux ministères des renseignements sur les résultats aux examens administrés par la CFP et/ou par tout autre ministère dans le cadre d'un processus de sélection en vue de déterminer les qualités des participants. Les renseignements servent également à la planification et à l'analyse des ressources humaines. Liens avec d'autres systèmes : aux fins de recherche, on peut faire des rapprochements entre les renseignements contenus dans ce fichier et ceux qui figurent dans d'autres fichiers de la Commission. *Normes de conservation et de destruction :* Les dossiers sont conservés pendant cinq (5) ans, puis sont ensuite détruits. Les résultats des examens des candidats sont également conservés dans des dossiers informatisés pendant deux (2) ans après qu'ils sont remplacés ou périmés. Pour chaque candidat, le résultat le plus récent d'un examen est conservé pour une période indéfinie dans des dossiers informatisés. *No. APC :* 85-016 *Renvoi au dossier # :* CFP DGD 030 *Enregistrement (SCT) :* 001454 *Numéro de fichier :* CFP PCE 711

Résultats aux tests d'Évaluation de langue seconde (ELS)

Description : Ce fichier peut contenir les livrets de réponses et les résultats aux tests des personnes ayant subi les tests ELS d orale, de compréhension de l'écrit, d'expression écrite, et d'expression écrite pour l'exemption. Les enregistrements des tests d orale, pour leur part, sont conservés par le centre d'examen de la CFP ou du ministère où le test a été administré. Les personnes qui remplissent un formulaire de demande d'accès à des renseignements personnels sont priées d'indiquer leur numéro d'assurance sociale. Le numéro d'assurance sociale sera utilisé jusqu'à ce qu'il soit remplacé par un système d'identification reposant sur l'attribution d'un code unique à chaque fonctionnaire. *Catégorie de personnes :* Fonctionnaires ayant subi l'Évaluation de langue seconde (ELS) : tests d orale, de compréhension de l'écrit, d'expression écrite, ou d'expression écrite pour l'exemption. *But :* Ce fichier existe conformément aux articles 16 et 20 de la Loi sur l'emploi dans la fonction publique en vue de consigner les résultats des examens aux fins de nominations. *Usages compatibles :* Le fichier sert à conserver et à fournir les résultats aux tests de langue seconde aux fins de la dotation des postes bilingues ainsi qu'à fournir des renseignements aux fins de la gestion générale du personnel, de la recherche et de la statistique. Liens avec d'autres systèmes : le système ELS alimente le Système informatisé de données ELS au Service d'information sur le personnel (SIP) à Approvisionnements et Services Canada (ASC). Les résultats d'examen sont accessibles aux employés autorisés des ministères fédéraux par terminal en direct ou par téléphone. Le système d'information sur les langues officielles (SILO) du Conseil du Trésor est relié à celui de SIP afin de recevoir directement de ce système les résultats de tests d'ELS et faire le lien avec les exigences linguistiques des postes. Aux fins de recherche, on peut faire des rapprochements entre les renseignements contenus dans ce fichier et ceux qui figurent dans d'autres fichiers de la CFP. *Normes de conservation et de destruction :* Les dossiers sont conservés pendant cinq (5) ans. Les dossiers informatisés sont conservés pendant deux (2) ans après qu'ils sont remplacés ou périmés. Les enregistrements des tests d orale administrés par un évaluateur/moniteur du CPP sont conservés pendant deux (2) ans à moins que l'employé consente à l'effacement avant cette date. Les dossiers sont ensuite détruits. Le Système informatisé de données d'Évaluations de langue seconde a remplacé le Système informatisé de données d'examens de connaissances de la langue le 21 janvier 1985; les plus récents résultats de ces derniers y ont été transférés. Le système informatisé de données d'examens de connaissances de la langue sera conservé en archives jusqu'au 21 janvier 1995 et sera ensuite détruit. *No. APC :* 85-016 *Renvoi au dossier # :* CFP DGD 030 *Enregistrement (SCT) :* 001461 *Numéro de fichier :* CFP PCE 718

Résultats de l'évaluation menée par le Service d'évaluation et d'orientation professionnelle

Description : Ce fichier peut contenir les renseignements biographiques, le matériel d'évaluation et les résultats des clients du Service d'évaluation et d'orientation professionnelle. *Catégorie de personnes :* Les fonctionnaires fédéraux qui appartiennent à la catégorie des cadres de direction ou sont à un niveau équivalent, ou sont aux niveaux EX moins 1 et qui font appel au Service d'évaluation et d'orientation professionnelle. *But :* Conformément aux articles 10 et 16(1) de la Loi sur l'emploi dans la fonction publique, ce fichier a pour but de consigner les renseignements biographiques et les résultats de l'évaluation des clients du Service d'évaluation et d'orientation professionnelle. Ce fichier a également pour but de donner de l'information de "diagnostic" aux membres de la catégorie des cadres de direction ou sont aux niveaux EX moins 1, afin que ces derniers puissent avoir une meilleure compréhension d'eux-même et de leur donner l'occasion de recevoir un service confidentiel d'orientation. *Usages compatibles :* On utilise l'information pour donner des conseils au client et, à la demande de celui-ci, on peut donner l'information tirée de son évaluation aux personnes à qui il veut la remettre. On peut également utiliser l'information aux fins de recherche, afin de maintenir la qualité du service. *Normes de conservation et de destruction :* Les documents mis sur papier et sur ordinateur sont

dossier # : CFP DGD 030 *Enregistrement (SCT) :* 002910 *Numéro de fichier :* CFP PCE 763

Répertoire des participants au Programme de formation accélérée pour les économistes
Description : Ce fichier peut contenir les données suivantes : curriculum vitae, demandes d'emploi, relevés de notes, notes d'entrevue, documents administratifs liés aux mesures de sécurité, voyages de formation, documents de correspondance concernant les affectations, rapports d'appréciation de rendement, libellé des ententes, descriptions de poste, et autres documents pertinents. *Catégorie de personnes :* Fonctionnaires participant ou ayant participé au Programme de formation accélérée pour les économistes. *But :* Ce fichier a été créé aux termes des articles 10 et 16(1) de la Loi sur l'emploi dans la fonction publique, afin de tenir un dossier rétrospectif de toutes les personnes qui ont participé au Programme de formation accélérée pour les économistes. *Usages compatibles :* Les renseignements recueillis servent tant à la gestion générale des affectations qu'à des fins statistiques. Liens avec d'autres systèmes. La banque de données est reliée au Système de gestion de l'information sur les nominations afin de suivre les déroulements de carrière des candidats reçus, en prévision de la production de rapports statistiques. *Normes de conservation et de destruction :* Les dossiers de base (copie papier) sont conservés pendant cinq (5) ans, tandis que les fichiers enregistrés sur disque ou ruban magnétique sont gardés pour une période de vingt-cinq (25) ans à partir de la date où le participant termine son affectation au Programme. *No. APC :* 94-001 *Renvoi au dossier # :* CFP DGD 030 *Enregistrement (SCT) :* 003069 *Numéro de fichier :* CFP PCE 766

Répertoires des agents supérieurs de finance et vérification interne
Description : Ce fichier peut contenir des imprimés de planification des ressources humaines du Système d'information des ressources de gestion comprenant des coordonnées personnelles, les antécédents professionnels, l'expérience générale et l'expérience de gestion aussi bien que les aspirations professionnelles. Il peut contenir aussi un rapport narratif soumis aux membres du Comité consultatif supérieur sur le ressourcement en agents financiers reflétant une évaluation des individus, leurs besoins de carrière, leurs capacités linguistiques en plus des suites à donner ou des décisions retenues par le Comité. *Catégorie de personnes :* Fonctionnaires aux niveaux FI-04 et aux niveaux équivalents jusqu'à EX-03, identifiés comme possédant de vastes qualifications en finance et/ou en vérification interne et qui ont été revus par le Comité consultatif supérieur sur le ressourcement en agents financiers. *But :* Le fichier existe conformément à l'article 7 de la Loi sur l'administration financière en vue de tenir des répertoires de planification de ressources humaines des agents supérieurs en finance et/ou vérification interne qui sont prêts à recevoir une promotion, de ceux qui nécessitent plus de perfectionnement pour assumer de plus grandes responsabilités et de ceux qui tireraient profit d'une nouvelle affectation. *Usages compatibles :* Les répertoires sont utilisés par les agents de ressourcement de la Commission de la fonction publique pour conseiller et assister les sous-chefs et autres gestionnaires supérieurs lors du processus de dotation aux fins de nomination d'agents supérieurs en finance et vérification interne. *Normes de conservation et de destruction :* Les données concernant les agents supérieurs en finance et vérification interne sont conservées pendant deux (2) ans suivant la dernière révision concernant l'individu, par le Comité du statut de la planification de ressources humaines. *No. APC :* 94-001 *Renvoi au dossier # :* CFP PCD 065 *Enregistrement (SCT) :* 001905 *Numéro de fichier :* CFP PCE 753

Répertoires des agents supérieurs du personnel
Description : Ce fichier peut contenir des imprimés de planification des ressources humaines du Système d'information des ressources de gestion comprenant des coordonnées personnelles, les antécédents professionnels, l'expérience générale de la gestion, les aspirations professionnelles et une notice biographique. Il peut contenir aussi un rapport narratif soumis aux membres du Comité supérieur de planification et de perfectionnement (CSPP) reflétant une évaluation des personnes et les objectifs de carrière. *Catégorie de personnes :* Fonctionnaires aux niveaux PE-06 à EX-03, identifiés comme agents supérieurs du personnel qui seront évalués par le Comité supérieur de planification et de perfectionnement (CSPP). *But :* Le fichier existe conformément à l'article 7 de la Loi sur l'administration financière en vue de tenir des répertoires de planification de ressources humaines au sujet des agents supérieurs en personnel qui sont prêts à recevoir une promotion, de ceux qui nécessitent plus de perfectionnement pour assumer de plus grandes responsabilités et de ceux qui tireraient probablement profit d'une nouvelle affectation. *Usages compatibles :* Les répertoires sont utilisés par les agents de ressourcement principaux de la CFP pour conseiller et assister les sous-chefs et autres gestionnaires supérieurs lors du processus de dotation aux fins de nominations d'agents supérieurs en personnel. *Normes de conservation et de destruction :* Les données concernant les agents supérieurs en personnel sont conservées pendant deux (2) ans suivant la dernière révision par le comité du statut de la planification de ressources humaines de l'employé. *No. APC :* 94-001 *Renvoi au dossier # :* CFP PCD 065 *Enregistrement (SCT) :* 001758 *Numéro de fichier :* CFP PCE 750

Résultats aux examens de sélection de la CFP
Description : Ce fichier peut contenir les feuilles de réponses et les résultats d'examens des personnes évaluées à des fins de sélection ou tout autre fin au moyen d'examens de la Commission de la fonction publique (CFP). *Catégorie de personnes :* Fonctionnaires ayant subi les examens de sélection élaborés par la CFP.

candidats qui recherchent des postes dans des organisations internationales. Liens avec d'autres systèmes : des données de base sont obtenues du Système d'information des ressources de gestion. *Normes de conservation et de destruction :* Les dossiers sont conservés pendant deux (2) ans après être déclarés inactifs et sont ensuite détruits. Les dossiers des candidats qui deviennent participants sont transférés aux dossiers des participants au Programme d'affectations internationales. *No. APC :* 94-001 *Renvoi au dossier # :* CFP PCD 080 *Enregistrement (SCT) :* 001951 *Numéro de fichier :* CFP PCE 733

Répertoire des aspirants au Programme d'Échanges Canada

Description : Ce fichier peut contenir les curriculum vitae; les accusés de réception; les notes d'entrevue; les notes concernant les cas où la candidature de l'intéressé a été étudiée; les télex et les rapports d'évaluation du rendement et les rapports d'appréciation. Certains renseignements sont informatisés. *Catégorie de personnes :* Fonctionnaires ayant postulé un poste au Programme d'Échanges Canada. *But :* Ce fichier sert de répertoire de candidats qui désirent participer au Programme d'Échanges Canada. *Usages compatibles :* Ce fichier sert à identifier les candidats qui recherchent des affectations dans le cadre du Programme d'Échanges Canada. Liens avec d'autres systèmes : des données de base sont obtenues du Système d'information des ressources de gestion. *Normes de conservation et de destruction :* Les dossiers sont conservés pendant deux (2) ans après être déclarés inactifs et sont ensuite détruits. Les dossiers des candidats qui deviennent participants sont transférés aux dossiers des participants au Programme d'Échanges Canada. *No. APC :* 85-016 *Renvoi au dossier # :* CFP PCD 075 *Enregistrement (SCT) :* 001906 *Numéro de fichier :* CFP PCE 754

Répertoire des candidats

Description : Ce fichier peut contenir la demande d'emploi; le curriculum vitae; des renseignements sur la présélection et les dossiers des candidats aux Programmes d'enseignement coopératif et d'Équité en matière d'emploi, (au Programme d'accès pour les personnes handicapées, au Programme d'emploi des groupes de minorités visibles, au Programme national de perfectionnement des autochtones, au Programme des carrières du Grand Nord et à Option — le Programme des emplois non traditionnels pour les femmes). Les personnes qui veulent avoir accès à ces renseignements sont priées d'indiquer la ville où leur demande d'emploi a été présentée. *Catégorie de personnes :* Fonctionnaires ayant présenté une demande d'emploi afin d'obtenir un poste au sein de la fonction publique. *But :* Ce fichier existe conformément aux dispositions du sous-alinéa 5(a)ii) du règlement sur l'emploi dans la fonction publique qui prévoit la tenue d'un répertoire des candidats ayant présenté une demande d'emploi à la fonction publique du Canada pour les catégories du soutien administratif, de l'administration et du service extérieur et des catégories professionnelle, scientifique, technique et opérationnelle à l'exception du groupe EX. *Usages compatibles :* Ce fichier sert en outre à identifier les candidats possédant les qualités requises pour une présentation et une nomination à un poste de la fonction publique. Les renseignements concernant les groupes sous-représentés sont utilisés pour fins statistiques par la Commission de la fonction publique, le Conseil du Trésor et le ministère employeur. Liens avec autres systèmes : des données du système CO-OP sont fréquemment couplées avec le Système de gestion de l'information sur les nominations (SGIN) à des fins statistiques et évaluation du programme et pour déterminer le nombre d'étudiants qui deviennent des employés réguliers à la fonction publique. Le Système national du répertoire automatisé des candidats (SNRAC) est aussi couplé avec le SGIN pour obtenir des statistiques sur les nominations au sein de la fonction publique. Les résultats de test sont extraits du Système de correction des tests et de l'analyse des résultats (SCTAR) et sont entrées dans le Système national du répertoire automatisé des candidats (SNRAC). D'autres données sont retirées pour obtenir des renseignements sur le recrutement et les présentations pour le Système des mesures de la performance des opérations (SMPO). *Normes de conservation et de destruction :* Les dossiers sont conservés pendant deux (2) ans après avoir été sortis du répertoire, puis sont ensuite détruits. Les données informatisées sont conservées pendant cinq ans. *No. APC :* 94-001 *Renvoi au dossier # :* CFP DGD 030 *Enregistrement (SCT) :* 001451 *Numéro de fichier :* CFP PCE 708

Répertoire des candidats au Programme de stagiaires en gestion

Description : Ce fichier peut contenir les données suivantes : curriculum vitae, demandes d'emploi, relevés de notes, documents de correspondance, notes d'entrevue, commentaires sur le profil des candidats, relevé des notations ou des présentations, télex. *Catégorie de personnes :* Fonctionnaires se portant candidats au Programme de stagiaires en gestion. *But :* Cette banque de données a été créée aux termes des articles 5, 10, 11 et 16 de la Loi sur l'emploi dans la fonction publique, afin de produire un répertoire des fonctionnaires qui souhaitent participer au Programme de stagiaires en gestion. *Usages compatibles :* Les renseignements recueillis servent à la sélection des candidats au Programme de stagiaires en gestion ainsi qu'à des fins statistiques. Liens avec d'autres systèmes : le fichier est relié au système de gestion de l'information sur les nominations afin de suivre les déroulements de carrière des candidats reçus en prévision de la production de rapports statistiques. *Normes de conservation et de destruction :* Les données sont conservées pendant trois (3) ans à partir de la date de candidature — puis détruites sauf dans le cas des candidats reçus; elles sont alors transférées au fichier des participants au Programme de stagiaires en gestion. *No. APC :* 94-001 *Renvoi au*

administrateurs généraux. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant sept (7) ans suivant un renvoi ou une rétrogradation, puis sont ensuite détruits. ***No. APC :*** 85-016 ***Renvoi au dossier # :*** CFP DGM 020 ***Enregistrement (SCT) :*** 001449 ***Numéro de fichier :*** CFP PCE 706

Personnes nommées en vertu d'un décret d'exemption
Description : Ce fichier peut contenir les recommandations de la Commission et du ministre du Cabinet au gouverneur en conseil, des renseignements personnels de base, le décret d'exemption et le règlement. ***Catégorie de personnes :*** Personnes nommées à la fonction publique exemptées de certaines dispositions de la Loi en vertu de l'article 41. ***But :*** Ce fichier existe conformément aux dispositions des articles 37, 41 et 47 de la Loi sur l'emploi dans la fonction publique en vue de consigner et de rendre compte au Parlement des noms des employés de certaines catégories ou des personnes nommées à la fonction publique exclus des dispositions de la Loi en vertu de l'article 41. ***Usages compatibles :*** Ce fichier sert à faire connaître à chaque année au Parlement les noms des employés de certaines catégories ou des personnes nommées en vertu d'un décret d'exemption. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant cinq (5) ans à compter de la date de terminaison de l'exemption, puis sont ensuite détruits. ***No. APC :*** 85-016 ***Renvoi au dossier # :*** CFP DGM 020 ***Enregistrement (SCT) :*** 001447 ***Numéro de fichier :*** CFP PCE 704

Programme d'équité en matière d'emploi
Description : Ce fichier peut contenir des renseignements concernant les affectations de formation en cours d'emploi des participants au Programme d'accès, des participants au Programme d'emploi pour les minorités visibles, des participants au Programme national de perfectionnement des autochtones, des participants au Programme des carrières du Grand Nord et des participantes au Programme des emplois non traditionnels pour les femmes, par exemple l'identification du stagiaire, la situation relative à la formation, la lettre d'entente, le plan de formation, le formulaire d'autorisation médicale et psychiatrique, la description du poste, l'évaluation de la formation, des lettres d'offre, des rapports sur les opérations de dotation, ainsi que des détails sur l'emploi à la suite de la formation, y compris les transactions et les dates de suivi. Les documents ou les dossiers officiels sont conservés par les bureaux régionaux de la CFP. Des copies des documents peuvent également être conservées dans les archives des ministères participants. ***Catégorie de personnes :*** Les participants au Programme d'accès pour les personnes handicapées, au Programme d'emploi pour les minorités visibles, au Programme national de perfectionnement des autochtones, au Programme des carrières du Grand Nord et au Programme des emplois non traditionnels pour les femmes. ***But :*** On a institué le fichier en vertu de l'autorisation n 789462 du Conseil du Trésor pour consigner des renseignements sur les participants au Programme de mesures spéciales. ***Usages compatibles :*** Le fichier sert à surveiller les progrès accomplis par les participants et à mesurer l'efficacité de chaque programme. Il sert également aux rapports statistiques et aux rapports d'information de gestion préparés pour la Commission de la fonction publique, le Secrétariat du Conseil du Trésor, les ministères fédéraux et les comités d'équité en matière d'emploi. Liens avec d'autres systèmes : les données sur les nominations sont vérifiées manuellement avec le Système de gestion de l'information sur les nominations (SGIN) pour assurer l'exactitude de l'information. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant cinq (5) ans après que le participant a terminé son affectation, et ils sont ensuite détruits. Les documents lisibles à la machine sont conservés pendant vingt cinq (25) ans, puis sont détruits. ***No. APC :*** 94-001 ***Renvoi au dossier # :*** CFP DGD 040 ***Enregistrement (SCT) :*** 002297 ***Numéro de fichier :*** CFP PCE 758

Programme interministériel de détachement
Description : Ce fichier peut contenir des curriculum vitae, des évaluations de rendement, des ententes de détachement, des références, des renseignements concernant les entrevues, des résultats de présentations, des demandes de détachement des employés, et de la correspondance générale. ***Catégorie de personnes :*** Les employés de la fonction publique fédérale qui ont présenté une demande de détachement interministériel. ***But :*** Ce fichier a été créé pour maintenir un répertoire des employés de la fonction publique fédérale qui s'intéressent à un détachement interministériel. ***Usages compatibles :*** Les renseignements sont utilisés pour identifier les employés intéressés et les référer à des ministères en vue d'un détachement. Ils servent aussi à des fins statistiques et à la planification des ressources humaines. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pour une période de deux (2) ans après la fin du statut de participant d'un employé et deux (2) ans après la fin d'un détachement. ***No. APC :*** 85-016 ***Renvoi au dossier # :*** CFP DGD 030 ***Enregistrement (SCT) :*** 002319 ***Numéro de fichier :*** CFP PCE 762

Répertoire des aspirants au Programme d'affectations internationales
Description : Ce fichier peut contenir les curriculum vitae; les demandes des aspirants; la correspondance, les notes d'entrevue; les notes concernant les cas où la candidature de l'intéressé a été étudiée; les télex et les rapports d'évaluation du rendement et les rapports d'appréciation. Certains renseignements sont informatisés. ***Catégorie de personnes :*** Fonctionnaires qui ont postulé des affectations dans le cadre du Programme d'affectations internationales. ***But :*** Ce fichier a pour but de tenir un répertoire de candidats qui désirent participer au Programme d'affectations internationales. ***Usages compatibles :*** Ce fichier sert à identifier les

Échanges de cadres de direction entre les milieux d'affaires et l'administration fédérale
Description : Ce fichier peut contenir des présentations, des renseignements biographiques, des rapports d'évaluation et d'examen de rendement, des ententes, des descriptions de postes, des notes d'entrevues, des curriculum vitae et autre correspondance concernant les affectations, les sélections, l'inventaire, l'orientation et les conseils fournis aux candidats. *Catégorie de personnes :* Cadres supérieurs du gouvernement fédéral qui ont été présentés, participent actuellement au programme, ou ont terminé une affectation dans le secteur privé. *But :* Ce fichier a pour but de maintenir un inventaire des cadres supérieurs du gouvernement fédéral qui ont été présentés au programme pour des affectations éventuelles. Il sert également de dossier chronologique concernant toutes les personnes qui ont participé au programme. *Usages compatibles :* Les renseignements sont utilisés pour évaluer les candidats et pour les référer aux organismes du secteur privé en vue d'affectations éventuelles. *Normes de conservation et de destruction :* Les dossiers sont conservés pour une période de deux ans après la fin d'une affectation et sont ensuite détruits. Les renseignements concernant les candidats qui n'ont pas participé au programme sont conservés pendant deux (2) ans et sont ensuite détruits. *No. APC :* 94-001 *Renvoi au dossier # :* CFP PCD 081 *Enregistrement (SCT) :* 001909 *Numéro de fichier :* CFP PCE 757

Évaluation de langue seconde
Description : Ce fichier peut contenir la demande pertinente d'évaluation de langue seconde et le formulaire des résultats, les renseignements personnels généraux, la cassette de l'entrevue orale, les rapports et les résultats de l'évaluation. *Catégorie de personnes :* Fonctionnaires ayant subi une évaluation de la compétence en langue seconde administrée par la Division des services d'évaluation linguistique de la Commission de la fonction publique. *But :* Ce fichier existe conformément aux articles 16 et 20 de la Loi sur l'emploi dans la fonction publique pour évaluer la compétence en langue seconde de fonctionnaires fédéraux, et conformément à l'entente entre la Commission et le Conseil du Trésor au sujet de l'évaluation linguistique, pour la prime au bilinguisme, ainsi que pour certains genres de formation linguistique. *Usages compatibles :* Le fichier sert à consigner des renseignements ayant trait à l'évaluation linguistique des candidats évalués aux fins de nomination aux postes bilingues de la fonction publique et à d'autres fins, tel que stipulé dans l'entente de la Commission et du Conseil du Trésor au sujet de l'évaluation linguistique. Liens avec d'autres systèmes : les résultats des tests sont transmis dans le Système d'évaluation de langue seconde (ELS) (CFP PCE 718). *Normes de conservation et de destruction :* Les dossiers sont conservés pendant trois ans, les cassettes entrevues pendant deux (2) ans, à moins que l'employé consente à l'effacement avant cette date et sont ensuite détruits. *No. APC :* 85-016 *Renvoi au dossier # :* CFP DGD 030 *Enregistrement (SCT) :* 001457 *Numéro de fichier :* CFP PCE 714

Examinateurs de l'Évaluation de langue seconde (ELS)
Description : Ce fichier peut contenir des renseignements relatifs à l'accréditation/certification et au contrôle des administrateurs et correcteurs de tests ELS, ainsi que des évaluateurs d'interaction orale de l'ELS : les formulaires d'inscription au Programme de certification, les formulaires d'accord d'utilisation de tests, les lettres de certification, les commentaires et recommandations des moniteurs/agents de contrôle ainsi que les autres renseignements administratifs recueillis dans le cadre de l'accréditation/certification. *Catégorie de personnes :* Fonctionnaires ayant participé au Programme de certification de l'interaction orale ou ceux qui ont reçu l'autorisation d'administrer et de corriger les tests d'ELS. *But :* Ce fichier existe conformément aux dispositions des articles 5(1), 16 et 20 de la Loi sur l'emploi dans la fonction publique en vue de consigner les renseignements concernant l'accréditation/certification des examinateurs de l'ELS. *Usages compatibles :* Ce fichier est utilisé pour consigner des renseignements ayant trait aux qualités requises, à la formation et la certification/accréditation des examinateurs de l'ELS. Il fournit également des renseignements permettant de surveiller les examinateurs de l'ELS et de prendre des mesures correctives, au besoin. *Normes de conservation et de destruction :* Tous les dossiers sont conservés dix (10) ans après que l'employé a quitté son poste d'examinateur. Les dossiers des personnes qui n'ont pas exercé la fonction d'examinateur sont également conservés pendant dix (10) ans. Les dossiers sont ensuite détruits. *No. APC :* 85-016 *Renvoi au dossier # :* CFP DGD 030 *Enregistrement (SCT) :* 001458 *Numéro de fichier :* CFP PCE 715

Fonctionnaires renvoyés ou rétrogradés
Description : Ce fichier peut contenir des renseignements personnels de base; la recommandation de l'administrateur général à la Commission ainsi que les motifs du renvoi ou de la rétrogradation, la décision d'appel, s'il y a lieu, la recommandation de la secrétaire générale aux commissaires, la décision de la Commission, et les avis de renvoi ou de rétrogradation au ministère et à l'employé. *Catégorie de personnes :* Fonctionnaires dont le renvoi ou la rétrogradation a été recommandé par les administrateurs généraux. *But :* Ce fichier existe conformément à l'article 31 de la Loi sur l'emploi dans la fonction publique (maintenant révoqué par l'article 21 de la Loi sur la Réforme de la fonction publique, L.C., 1992, c. 54) en vue de consigner les renseignements sur les employés dont le renvoi ou la rétrogradation a été recommandé par les administrateurs généraux. *Usages compatibles :* Le fichier sert à fournir les renseignements nécessaires afin de permettre à la Commission d'évaluer les cas présentés par les administrateurs généraux relativement au renvoi ou à la rétrogradation et de prendre la bonne décision. Il sert aussi à fournir des renseignements aux fins des rapports de la Commission au Parlement. NOTE : Depuis le 1er janvier 1993, ces recommandations ne relèvent plus de la CFP, cette responsabilité ayant été déléguée aux

contenir des travaux personnels et des listes de réalisations. ***Catégorie de personnes :*** Fonctionnaires dans les groupes de la Recherche historique (HR), de l'Enseignement universitaire (UT), de la Recherche scientifique (SE-RES) et des Services scientifiques de la défense (DS) qui ont été présentés au Comité des pairs en vue d'une promotion. ***But :*** La cueillette de ces renseignements est autorisée par le Conseil du Trésor pour les groupes HR, UT,SE, et DS. Ces renseignements sont compilés pour permettre au Comité des pairs de formuler des recommandations concernant les promotions. ***Usages compatibles :*** Le fichier sert à consigner les constatations et les recommandations du Comité des pairs et est parfois utilisé à des fins de référence en vue de promotions subséquentes de l'individu concerné. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant cinq (5) ans et ils sont ensuite détruits. ***No. APC :*** 85-016 ***Renvoi au dossier # :*** CFP DGD 030 ***Enregistrement (SCT) :*** 002298 ***Numéro de fichier :*** CFP PCE 759

Dossiers du décret d'exclusion sur les langues officielles

Description : Ce fichier peut contenir des renseignements personnels de base, des certificats médicaux, des documents pertinents; les demandes des ministères et la décision de la Commission dans certains cas. ***Catégorie de personnes :*** Fonctionnaires ayant fait une demande formelle d'exclusion ou de prolongation. ***But :*** Ce fichier existe conformément à l'article 20 (et dans certains cas, à l'article 10) de la Loi sur l'emploi dans la fonction publique en vue de consigner les renseignements concernant l'examen du dossier des employés qui demandent à la Commission soit d'être exclus de l'obligation de satisfaire aux exigences linguistiques de leur poste en leur seconde langue officielle, soit de recevoir une prolongation de leur temps d'exemption, soit de passer outre à un pronostic négatif aux fins de nominations. ***Usages compatibles :*** Ce fichier permet à la Commission de la fonction publique d'accorder ou de refuser une exclusion, ou une prolongation du temps d'exemption, ou de passer outre à un pronostic négatif selon le décret d'exclusion sur les langues officielles. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant vingt (20) ans, puis sont ensuite détruits. ***No. APC :*** 85-016 ***Renvoi au dossier # :*** CFP DGM 045 ***Enregistrement (SCT) :*** 001460 ***Numéro de fichier :*** CFP PCE 717

Dossiers sur l'accréditation des agents de dotation

Description : Ce fichier peut contenir des dossiers personnels lesquels incluent les recommandations des ministères pour l'accréditation, incluant des renseignements sur les études et sur l'expérience antérieures en personnel, résultats au test de connaissances en dotation, aperçu des activités et affectations en dotation reliées à la formation en cours d'emploi et évaluations de ces activités et affectations, résultats de l'étude par le comité d'accréditation. Une partie des renseignements ci-dessus sont également inscrits dans un répertoire automatisé. ***Catégorie de personnes :*** Agents de dotation en personnel de la fonction publique. ***But :*** Ce fichier a été conçu afin d'enregistrer et de fournir des renseignements sur les agents de dotation vis-à-vis l'accréditation en ce qu'elle se relie à l'exercice de pouvoirs en matière de dotation délégués conformément au paragraphe 6(1) de la Loi sur l'emploi dans la fonction publique. ***Usages compatibles :*** Ce fichier sert à fournir des renseignements à l'appui de l'accréditation des agents de dotation par le comité d'accréditation. Il sert également à produire divers rapports et analyses statistiques et à des fins administratives générales telles, par exemple, la planification de programmes de formation et de perfectionnement en dotation et la préparation de rapports sur ces programmes. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant deux (2) ans après la date d'accréditation. Les renseignements informatisés sont conservés indéfiniment pour savoir qui est accrédité. ***No. APC :*** 85-016 ***Renvoi au dossier # :*** CFP DGD 030 ***Enregistrement (SCT) :*** 001464 ***Numéro de fichier :*** CFP PCE 721

Dossiers sur les demandes d'avis de la Commission

NOTE : Dès le 1er juin, 1993, ce recours relève de la responsabilité de la Direction des appels (Voir CFP PCE 702)

Description : Ce fichier peut contenir des renseignements recueillis au cours d'une enquête sous l'alinéa 21(1) de la Loi sur l'emploi dans la fonction publique. Le fichier peut contenir des pièces tirées des dossiers personnels ou des dossiers de concours, les notes de l'enquêteur, les notes des entrevues, les allégations d'actes répréhensibles, les évaluations de rendement, et la raison pour laquelle un employé croit que ses chances d'avancement ont été amoindries. Les personnes qui remplissent un formulaire de demande d'accès à des renseignements personnels sont priées de spécifier le nom du ministère fédéral qui a fait l'objet d'une enquête et de donner avec le plus de précision possible la date ou la période pendant laquelle l'enquête a été tenue. ***Catégorie de personnes :*** Fonctionnaires ayant demandé l'avis de la Commission (avant le 1er juin 1993) à savoir si leurs chances d'avancement ont été amoindries. ***But :*** Ce fichier existe conformément à l'article 7.1 de la Loi sur l'emploi dans la fonction publique. Ces dossiers sont établis à la suite d'une demande d'avis soumise en vertu de l'alinéa 21(1) de la Loi sur l'emploi dans la fonction publique. Ce fichier est utilisé pour examiner les allégations présentées et rendre l'avis de la Commission au sujet de l'amoindrissement des chances d'avancement suite à une nomination sans concours. ***Usages compatibles :*** Ce fichier peut être utilisé pour fin de recherche ou de statistique. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant cinq (5) ans après la fin de l'enquête, puis sont ensuite détruits. Les données informatisées sont conservées pendant dix (10) ans et sont ensuite détruites. ***No. APC :*** 94-001 ***Renvoi au dossier # :*** CFP DAE 010 ***Enregistrement (SCT) :*** 001463 ***Numéro de fichier :*** CFP PCE 720

au Programme de stagiaires en gestion. *But :* Cette banque de données a été créée aux termes des articles 10 et 16(1) de la Loi sur l'emploi dans la fonction publique afin de tenir un dossier rétrospectif de toutes les personnes qui ont participé au programme. *Usages compatibles :* Les renseignements recueillis servent tant à la gestion générale des affectations qu'à des fins statistiques. Liens avec d'autres systèmes : la banque de données est reliée au Système de gestion de l'information sur les nominations afin de suivre les déroulements de carrière des candidats reçus, en prévision de la production de rapports statistiques. *Normes de conservation et de destruction :* Les dossiers de base (copie papier) sont conservés pendant cinq (5) ans, tandis que les fichiers enregistrés sur disque ou ruban magnétique sont gardés pour une période de vingt cinq (25) ans, à partir de la date où le participant termine son affectation au PSG. *No. APC :* 94-001 *Renvoi au dossier # :* CFP DGD 030 *Enregistrement (SCT) :* 002911 *Numéro de fichier :* CFP PCE 764

Dossiers des participants au programme des Cours et affectations de perfectionnement (CAP) et au Programme spécial de perfectionnement (PSP)
Description : Ce fichier peut contenir des renseignements personnels de base; les formulaires de nomination; les raisons de nomination; le curriculum vitae; le plan de carrière; les appréciations de rendement; les décisions du jury de sélection, les résultats d'examen d'Évaluation de langue seconde et la correspondance ayant trait à la participation au CAP ou au PSP. *Catégorie de personnes :* Fonctionnaires qui suivent présentement le Programme des Cours et affectations de perfectionnement ainsi que ceux qui ont suivi le programme CAP ou PSP. *But :* Ce fichier existe conformément aux dispositions des articles 10 et 16(1) de la Loi sur l'emploi dans la fonction publique en vue de tenir un dossier de recensement de tous les participants au Programme des Cours et affectations de perfectionnement ou au Programme spécial. *Usages compatibles :* Ce fichier sert à fournir des statistiques sur les participants aux Programmes CAP et PSP pour fins de planification des ressources humaines, de dotation en personnel et de gestion générale du personnel. Liens avec d'autres systèmes : des renseignements sur les participants antérieurs sont mis à jour mensuellement avec le Système d'information des ressources de gestion (SIRG) et un indicateur CAP du SIRG est mis à jour par le système CAP. Un couplage semi-annuel est fait avec le Système d'information sur la mobilité des employés du Conseil du Trésor pour obtenir la data d'entrée dans la fonction publique. *Normes de conservation et de destruction :* Des renseignements sélectionnés sont informatisés et conservés à des fins statistiques pendant vingt (20) ans. Tous les dossiers sont conservés pendant cinq (5) ans à compter de la date où prend fin la participation au CAP ou au PSP. *No. APC :* 94-001 *Renvoi au dossier # :* CFP PCD 070 *Enregistrement (SCT) :* 001468 *Numéro de fichier :* CFP PCE 725

Dossiers du centre d'évaluation (IPHD)
Description : Ce fichier peut contenir des notes de service et des lettres; des données biographiques et les résultats de l'évaluation. *Catégorie de personnes :* Fonctionnaires fédéraux ayant fait l'objet d'une évaluation par le Centre d'évaluation (IPHD). *But :* Ce fichier existe conformément aux dispositions des articles 10 et 16(1) de la Loi sur l'emploi dans la fonction publique en vue de consigner et de fournir des renseignements sur l'évaluation des candidats au Programme des Cours et affectations de perfectionnement (CAP) ou des Programmes de développement ministériels. *Usages compatibles :* Ce fichier sert à consigner et à fournir tous les renseignements relatifs à l'évaluation des candidats au Programme des Cours et affectations ou des Programmes de développement ministériels de façon à ce que le choix des candidats soit fructueux. Il est aussi utilisé pour fournir de l'information sur l'évaluation et les résultats de cette évaluation aux candidats qui en font la demande et pour amasser des données normatives sur les candidats évalués. *Normes de conservation et de destruction :* Les dossiers et les données informatisées sont conservés pendant trente (30) ans après l'évaluation, puis sont ensuite détruits. *No. APC :* 85-016 *Renvoi au dossier # :* CFP DGD 070 *Enregistrement (SCT) :* 001469 *Numéro de fichier :* CFP PCE 726

Dossiers du Comité de révision linguistique
Description : Ce fichier peut contenir la demande de révision, le consentement écrit de l'employé, les résultats de l'Examen de connaissances de la langue avant le 15 octobre 1984, le rapport de l'agent d'évaluation, les tests diagnostiques, les résultats des tests d'orientation, les lettres ou les notes de services pertinentes et la décision du Comité. *Catégorie de personnes :* Fonctionnaires dont le cas a été présenté au Comité de révision linguistique. *But :* Ce fichier existe conformément aux dispositions de l'article 20 de la Loi sur l'emploi dans la fonction publique en vue de consigner les renseignements sur les employés dont le cas a été présenté au Comité de révision linguistique. *Usages compatibles :* Le fichier est utilisé pour réviser les résultats obtenus à l'évaluation linguistique avant le 15 octobre 1984, ainsi que le renvoi des employés des cours de langue et pour prendre la décision pertinente dans chaque cas. *Normes de conservation et de destruction :* Les dossiers concernant les résultats d'examen de connaissance de la langue sont conservés pendant dix (10) ans, puis sont ensuite détruits. Les dossiers concernant les cours de langue sont conservés pendant vingt-cinq ans (25), puis sont ensuite détruits. *No. APC :* 85-016 *Renvoi au dossier # :* CFP DGM 045 *Enregistrement (SCT) :* 001459 *Numéro de fichier :* CFP PCE 716

Dossiers du Comité interministériel des pairs concernant les promotions
Description : Le fichier peut contenir des curriculum vitae, des lettres de présentation des ministères, des lettres de références, des évaluations de rendement et les recommandations du Comité des pairs. Il peut aussi

48 du règlement sur l'emploi dans la fonction publique en vue d'enregistrer et de fournir des renseignements sur les appels logés. *Usages compatibles :* Les dossiers servent à fournir les renseignements recueillis au cours de l'audition d'un appel afin que le président du Comité d'appel puisse rendre une décision. *Normes de conservation et de destruction :* Les décisions sont conservées sur microfiche pendant vingt (20) ans à compter de la date où elles ont été prises; les dossiers et les enregistrements sont conservés pendant deux ans et sont ensuite détruits; cependant, pour les dossiers qui sont transmis à la Cour fédérale du Canada en application de l'article 18 de la Loi sur la Cour fédérale, les décisions sont conservées sur microfiche pendant vingt (20) ans lorsque l'application de l'article 18 est accueillie ou rejetée avec ou sans motif. Les données informatisées sont conservées pendant cinq (5) ans. *No. APC :* 94-001 *Renvoi au dossier # :* CFP DAE 005 *Enregistrement (SCT) :* 001445 *Numéro de fichier :* CFP PCE 702

Dossiers des concours des Programmes des cadres de la direction

Description : Ce fichier peut contenir les cotes de sécurité; les résultats obtenus aux examens linguistiques; les notes de service à la Commission (rapports des jurys); les lettres d'offre; les lettres d'acceptation; les lettres destinées aux candidats ayant échoué; les avis de droit d'appel s'il y a lieu; les lettres disant qu'il n'y a pas eu d'appel, les copies du rapport d'opération de dotation; les formulaires d'information sur les langues officielles; les demandes de dotation sans délégation; les tableaux descriptifs des postes et les énoncés de qualités; les descriptions de tâches, les demandes d'emploi, les rapports individuels des candidats du Centre d'évaluation pour la nomination des cadres de la direction, les résultats de vérification des références et une liste des personnes prises en considération pour le poste. Les personnes qui remplissent un formulaire de demande d'accès à des renseignements personnels sont priées d'indiquer le numéro de concours approprié. *Catégorie de personnes :* Fonctionnaires qui participent à un concours du groupe de la direction administré par la Commission. *But :* Ce fichier existe conformément à l'article 10 de la Loi sur l'emploi dans la fonction publique en vue de consigner et de fournir des renseignements concernant les concours du groupe de la direction administrés par la Commission de la fonction publique. *Usages compatibles :* Ce fichier sert à fournir des renseignements concernant les nominations dans le groupe de la direction faites par la Commission. Sur demande, des renseignements peuvent être fournis aux participants à un processus de sélection en vue d'expliquer les raisons de la décision, conformément à la politique de la CFP sur la «Communication de renseignements à la suite d'une sélection». *Normes de conservation et de destruction :* Les dossiers sont conservés pendant trois (3) ans à compter de la date d'expiration de la liste d'admissibilité, puis sont ensuite détruits. *No. APC :* 94-001 *Renvoi au dossier # :* CFP PCD 065 *Enregistrement (SCT) :* 001475 *Numéro de fichier :* CFP PCE 732

Dossiers des participants au Programme d'affectations internationales

Description : Ce fichier peut contenir les curriculum vitae; les rapports d'évaluation du rendement et les rapports d'appréciation; les contrats; les demandes des participants; les avis de poste vacant; les descriptions de tâches; les notes d'entrevue et autre correspondance reliée au Programme. Certains renseignements sont informatisés. *Catégorie de personnes :* Fonctionnaires qui sont sur le point d'obtenir, qui ont obtenu, ou qui ont terminé une affectation. *But :* Ce fichier existe afin de maintenir un dossier chronologique concernant toutes les personnes qui ont participé à ce programme. *Usages compatibles :* Ce fichier sert à la gestion générale du programme. Liens avec d'autres systèmes : des données de base sont obtenues du Système d'information des ressources de gestion. *Normes de conservation et de destruction :* Les dossiers demeurent actifs pendant la période d'affectation, sont ensuite inactifs pendant trois (3) ans et sont détruits. Les rapports d'évaluation de rendement des employés sont conservés pendant cinq (5) ans et sont détruits. *No. APC :* 94-001 *Renvoi au dossier # :* CFP PCD 080 *Enregistrement (SCT) :* 001907 *Numéro de fichier :* CFP PCE 755

Dossiers des participants au Programme d'Échanges Canada

Description : Ce fichier peut contenir les curriculum vitae; les rapports d'évaluation du rendement et les rapports d'appréciation; les contrats; les descriptions de tâches; les notes d'entrevue et autre correspondance reliée au programme. Certains renseignements sont informatisés. *Catégorie de personnes :* Fonctionnaires qui sont sur le point d'obtenir, qui ont obtenu, ou qui ont terminé une affectation. *But :* Ce fichier existe afin de maintenir un dossier chronologique concernant toutes les personnes qui ont participé à ce programme. *Usages compatibles :* Ce fichier sert à la gestion générale du programme. Liens avec d'autres systèmes : des données de base sont obtenues du Système d'information des ressources de gestion. *Normes de conservation et de destruction :* Les dossiers sont conservés pendant une période de deux (2) ans après la fin de l'affectation et sont ensuite détruits. *No. APC :* 94-001 *Renvoi au dossier # :* CFP PCD 075 *Enregistrement (SCT) :* 001952 *Numéro de fichier :* CFP PCE 729

Dossiers des participants au Programme de stagiaires en gestion

Description : Ce fichier peut contenir les données suivantes : rapports d'appréciation de rendement, libellé des ententes, descriptions de poste, notes d'entrevue, demandes d'emploi, curriculum vitae, relevés de notes, documents de correspondance concernant l'affectation, la sélection et l'orientation des candidats, ainsi que le répertoire dont ces derniers sont issus. *Catégorie de personnes :* Fonctionnaires participant ou ayant participé

professionnel. ***Usages compatibles :*** Ce fichier sert à répertorier les membres des groupes désignés aptes à être présentés et nommés au groupe de la direction ou pour des affectations à d'autres niveaux à la fonction publique. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant deux (2) ans à compter de la date à laquelle ils sont déclarés inactifs, puis sont ensuite détruits. ***No. APC :*** 85-016 ***Renvoi au dossier # :*** CFP PCD 030 ***Enregistrement (SCT) :*** 001466 ***Numéro de fichier :*** CFP PCE 723

Dossiers de la Direction des enquêtes
Description : Ce fichier peut contenir les extraits du dossier de l'employé et du dossier de concours, des notes de l'entrevue, des allégations ou des plaintes, des notes de service et des lettres, des évaluations du rendement, des coupures de presse, des protocoles d'entente et le rapport d'enquête officiel. Il peut contenir aussi des renseignements relatifs à des activités de conciliation auprès des ministères, des représentants d'employés ou des plaignants. ***Catégorie de personnes :*** Fonctionnaires ayant logé une plainte auprès de la Direction des enquêtes portant sur l'application de la Loi sur l'emploi dans la fonction publique et des règlements ainsi que des plaintes de harcèlement sur les lieux de travail tel que défini dans la politique du Conseil du Trésor, et les personnes impliquées dans la plainte. ***But :*** Ce fichier existe conformément aux dispositions de l'article 7.1 de la Loi sur l'emploi dans la fonction publique et du décret C.P. 1986-2350 en vue de consigner des renseignements sur les enquêtes portant sur l'application de la Loi sur l'emploi dans la fonction publique et des règlements, les plaintes de harcèlement sur les lieux de travail tel que défini dans la politique du Conseil du Trésor. Les renseignements sont recueillis pour que les allégations puissent être examinées, que des recommandations puissent être faites et que des mesures de redressement puissent être prises s'il y a lieu. ***Usages compatibles :*** La préparation de la documentation à l'appui de la recommandation d'établir un comité d'enquête. ***Normes de conservation et de destruction :*** Les dossiers demeurent actifs pendant l'enquête, l'étape de conciliation ou de divulgation, sont ensuite inactifs pendant cinq (5) ans et sont détruits. Les plaintes qui ne deviennent une enquête formelle sont conservées pendant deux (2) ans et sont ensuite détruites. Les données informatisées sont conservées pendant dix (10) ans et sont ensuite détruites. ***No. APC :*** 94-001 ***Renvoi au dossier # :*** CFP DAE 010 ***Enregistrement (SCT) :*** 001446 ***Numéro de fichier :*** CFP PCE 703

Dossiers de présentation des candidats répertoriés
Description : Ce fichier peut contenir des renseignements personnels généraux, le formulaire de présentation de candidats, les vérifications des références et les résultats des présentations de candidats. ***Catégorie de personnes :*** Fonctionnaires présentés par la Commission à des ministères et à des organismes, à l'exception du groupe EX. ***But :*** Ce fichier existe pour consigner les présentations de candidats faites par la Commission à des ministères et à des organismes. ***Usages compatibles :*** Le fichier sert à fournir des renseignements sur les employés présentés par la Commission. Les renseignements concernant les groupes sous-représentés sont utilisés pour fins statistiques par la Commission de la fonction publique, le Conseil du Trésor et le ministère employeur. Liens avec autres systèmes : des données du Système de présentation des candidats répertoriés (SPCR) sont entrées dans le Système des mesures de la performance des opérations (SMPO) pour fins d'évaluation de programme. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant deux (2) ans, puis sont ensuite détruits. ***No. APC :*** 94-001 ***Renvoi au dossier # :*** CFP DGD 030 ***Enregistrement (SCT) :*** 001453 ***Numéro de fichier :*** CFP PCE 710

Dossiers de recours en matière de mutation
Description : Ce fichier renferme un dossier de plainte contenant des renseignements personnels de base, les preuves recueillies durant l'enquête, un rapport d'enquête assorti de recommandations à l'administrateur général ainsi que la décision de la Commission, le cas échéant, et une fiche d'information statistique concernant la plainte. ***Catégorie de personnes :*** Les fonctionnaires qui ont déposé, au Bureau des recours contre les mutations, une plainte concernant l'application de l'article 34.4 de la Loi sur l'emploi dans la fonction publique. ***But :*** Conformément à l'article 34.4 de la Loi sur l'emploi dans la fonction publique, ce fichier sert à fournir des renseignements qui permettront à l'enquêteur d'évaluer la preuve déposée devant lui/elle et de faire des recommandations à l'administrateur général en ce qui a trait aux mesures de redressement à prendre par rapport à la mutation du fonctionnaire en cause. ***Usages compatibles :*** Ce fichier sert également à fournir des renseignements pour les rapports de la CFP au Parlement. ***Normes de conservation et de destruction :*** Les documents sont conservés pendant cinq (5) ans et sont ensuite détruits. ***No. APC :*** à déterminer. ***Renvoi au dossier # :*** CFP DGM 026 ***Enregistrement (SCT) :*** 003270 ***Numéro de fichier :*** CFP PCE 745

Dossiers des auditions d'appels
Description : Ce fichier peut contenir les documents d'appel, les avis de sélection, des preuves produites à l'audition y compris des formulaires d'évaluation de rendement du personnel lorsque utilisés dans le processus de sélection, une décision du comité d'appel et une fiche de contrôle du dossier d'appel. Il peut aussi renfermer des enregistrements sur bande des délibérations. Les personnes qui remplissent un formulaire de demande d'accès à des renseignements personnels sont priées de fournir le numéro de dossier de la Direction des appels qui est indiqué sur la décision du comité d'appel qu'a reçue l'appelant(e). ***Catégorie de personnes :*** Fonctionnaires qui ont fait appel ou qui sont en cause dans un appel. ***But :*** Ce fichier existe conformément aux dispositions de l'article 21 de la Loi sur l'emploi dans la fonction publique et des articles 45 à

(ELS) de la CFP pour mettre à jour les renseignements sur les candidats, déterminer les heures de formation admissibles, y ajouter les nouvelles demandes de formation et mettre à jour les données des ELS. De plus, le système de formation linguistique sert à produire des statistiques et des rapports aux ministères sur les absences et le progrès des participants. *Normes de conservation et de destruction :* Les dossiers sont conservés pendant vingt (20) ans après la fin de la formation et sont ensuite détruits. Les renseignements informatisés sont ensuite conservés pendant vingt (20) ans et sont détruits. *No. APC :* 85-016 *Renvoi au dossier # :* CFP DGF 105 *Enregistrement (SCT) :* 001484 *Numéro de fichier :* CFP PCE 741

Dossiers concernant la sélection du personnel
Description : Ce fichier peut contenir les demandes de dotation, les descriptions de tâches, les énoncés de qualité, les formulaires d'entrées relatives aux langues officielles, les avis de concours, les formulaires de demandes d'emploi et les curriculum vitae, les guides de dotation, les rapports des comités de sélection, les lettres de recommandation ou évaluations de rendement, les listes d'admissibilité, tout autre document ayant servi à établir le mérite des candidats ainsi que les avis des résultats des concours-sélection, y compris les lettres d'offres. S'il y a lieu, les avis de droit d'appel et autres documents afférents sont inclus également. Les employés qui remplissent un formulaire de demande d'accès à des renseignements personnels doivent indiquer le numéro des concours appropriés. *Catégorie de personnes :* Fonctionnaires dont la candidature est prise en considération aux fins de nomination dans le cadre d'un processus de sélection du personnel administré par la Direction générale des programmes de dotation. *But :* Ce fichier existe conformément aux dispositions de l'article 10 de la Loi sur l'emploi dans la fonction publique et sert à enregistrer des données et à fournir des renseignements concernant tous les processus de sélection du personnel avec ou sans concours administrés par la Direction générale des programmes de dotation de la Commission. *Usages compatibles :* Ce fichier sert à combler des postes, à fournir des renseignements sur demande aux participants à un processus de sélection en vue d'expliquer les raisons de la décision conformément à la politique de la CFP sur la «Communication de renseignements à la suite d'une sélection»; et à fournir des documents concernant le processus de sélection aux enquêtes menées par la Commission et aux comités d'appel. Les renseignements concernant les groupes sous-représentés sont utilisés pour fins statistiques par la Commission de la fonction publique, le Conseil du Trésor et le ministère employeur. *Normes de conservation et de destruction :* Les dossiers sont conservés pendant deux (2) ans après l'expiration de la liste d'admissibilité ou deux ans après leur dernier usage à des fins administratives, puis sont ensuite détruits. *No. APC :* 85-016 *Renvoi au dossier # :* CFP DGD 030 *Enregistrement (SCT) :* 001455 *Numéro de fichier :* CFP PCE 712

Dossiers d'employés en matière d'abandon de poste
Description : Ce fichier peut contenir une copie de la lettre envoyée à l'employé et l'avis du ministère de l'employé à la Commission. *Catégorie de personnes :* Fonctionnaires ayant abandonné leur poste. *But :* Ce fichier existe conformément aux dispositions de l'article 27 de la Loi sur l'emploi dans la fonction publique en vue de consigner et de fournir des renseignements sur l'abandon de poste d'un employé. *Usages compatibles :* Le fichier sert à fournir des renseignements statistiques au Parlement sur les employés ayant abandonné leur poste. *Normes de conservation et de destruction :* Les dossiers sont conservés pendant deux (2) ans à compter de la date de leur réception, puis sont ensuite détruits. *No. APC :* 85-016 *Renvoi au dossier # :* DGD DGD 030 *Enregistrement (SCT) :* 001456 *Numéro de fichier :* CFP PCE 713

Dossiers de la CFP sur les mutations
Description : Ce fichier peut contenir le curriculum vitae, la dernière évaluation du rendement, le formulaire de demande de mutation, une lettre du ministère confirmant le groupe, le niveau et le type d'emploi actuel, rapport d'évaluation-orientation, les résultats des présentations ainsi que les vérifications des références. *Catégorie de personnes :* Fonctionnaires ayant présenté une demande de mutation latérale. *But :* Ce fichier existe conformément aux dispositions de l'article 5(c)(i) du Règlement sur l'emploi dans la fonction publique en vue de fournir des renseignements sur les employés ayant fait une demande de mutation latérale dans les catégories du soutien administratif et de l'exploitation, de l'administration et du service extérieur et des catégories professionnelle et technique, à l'exception du groupe EX. *Usages compatibles :* Le fichier sert à présenter aux ministères et aux organismes les employés qui ont demandé une mutation latérale. *Normes de conservation et de destruction :* Les dossiers sont conservés pendant deux (2) ans à compter de la date de la plus récente inscription au répertoire et sont ensuite détruits. *No. APC :* 85-016 *Renvoi au dossier # :* CFP DGD 030 *Enregistrement (SCT) :* 001462 *Numéro de fichier :* CFP PCE 719

Dossiers de la Direction de l'équité en matière d'emploi des Programmes des cadres de la direction (DEEPCD) (niveaux supérieurs) (anciennement Initiatives d'équité en matière d'emploi)
Description : Ce fichier peut contenir des renseignements personnels de base; le curriculum vitae; le plan de carrière général et des données sur les appréciations de rendement et de vérification des références. *Catégorie de personnes :* Les membres des groupes désignés comprenant les femmes, les minorités visibles, les autochtones et les personnes handicapées se situant aux niveaux équivalents à EX, EX moins 1 et moins 2 ayant profité des services de la DEEPCD. *But :* Ce fichier existe en vue de tenir un dossier des antécédents des membres des groupes désignés qui cherchent à obtenir une affectation de perfectionnement ou une nomination au niveau EX afin de réaliser leurs objectifs sur le plan

et l'orientation professionnelle entre 1968 et 1973. *Catégorie de personnes :* Fonctionnaires fédéraux qui étaient candidats au Programme des Cours et affectations de perfectionnement (1968 à 1973). *But :* Ce fichier existe conformément aux dispositions de l'article 16(1) de la Loi sur l'emploi dans la fonction publique en vue de consigner tous les renseignements sur l'évaluation et l'orientation professionnelle des candidats au Programme des Cours et affectations de perfectionnement (1968 à 1973). *Usages compatibles :* Ce fichier sert à fournir des renseignements sur l'évaluation et les résultats de cette évaluation aux candidats qui en font la demande et à amasser des données normatives sur les candidats du Programme des Cours et affectations de perfectionnement qui en font la demande. *Normes de conservation et de destruction :* Les dossiers des employés évalués entre 1968 et 1973 sont conservés pendant trente (30) ans, puis sont ensuite détruits. *No. APC :* 85-016 *Renvoi au dossier # :* CFP DGD 070 *Enregistrement (SCT) :* 001467 *Numéro de fichier :* CFP PCE 724

Données sur les candidats au Programme des Cours et affectations de perfectionnement (CAP) et au Programme spécial de perfectionnement (PSP)
Description : Ce fichier peut contenir des renseignements personnels de base dans un ou plusieurs formats : fiches de candidats (discontinuées en 1984), dossiers des candidats ou dossiers du jury de révision des sélections. L'information peut comprendre les formulaires de demande, les raisons de la nomination et le curriculum vitae, le plan de déroulement de carrière, l'évaluation de rendement, les décisions et sommaires du jury de révision des sélections, les résultats de tests de connaissances linguistiques et la correspondance générale concernant les nominations aux programmes CAP ou PSP. *Catégorie de personnes :* Fonctionnaires nommés aux programmes CAP ou PSP. *But :* Ce fichier existe conformément aux dispositions des articles 10 et 16(1) de la Loi sur l'emploi dans la fonction publique en vue de consigner et de fournir des renseignements sur les nominations initiales et finales aux programmes CAP et PSP et, dans le cas de nominations finales, de consigner et présenter les renseignements aux membres du jury de révision des sélections pour leur examen et décision sur l'acceptation aux Programmes. *Usages compatibles :* Ce fichier sert à consigner et à fournir des renseignements sur les nominations CAP et PSP aux phases de sélection initiale (Centre d'évaluation) et finale (Jury de sélection); il sert aussi aux fins de statistiques, de l'administration et de la prestation des services de conseils. Les dossiers du jury de révision des sélections proviennent des dossiers des candidats et contiennent des renseignements additionnels qui permettent aux membres du jury de prendre des décisions sur la participation des candidats aux programmes. *Normes de conservation et de destruction :* Les dossiers des employés dont l'examen se termine avec la phase de sélection sont conservés pendant trois (3) ans et sont ensuite détruits. (Nota : les dossiers des candidats retenus par le Jury de sélection sont transférés au fichier des participants CAP et PSP.) Des renseignements sélectionnés sur tous les candidats sont introduits dans l'ordinateur et conservés pour fins de statistiques pendant vingt ans. *No. APC :* 94-001 *Renvoi au dossier # :* CFP PCD 080 *Enregistrement (SCT) :* 001705 *Numéro de fichier :* CFP PCE 751

Dossier d'orientation linguistique
Description : Ce fichier peut contenir des données personnelles de base, les résultats des tests d'aptitude et de classement, le rapport de l'entrevue préliminaire, le pronostic, la leçon recommandée et la durée de formation prévue. *Catégorie de personnes :* Fonctionnaires candidats à la formation linguistique qui ont suivi le processus d'orientation en prévision d'une nomination non impérative ou d'une inscription on formation linguistique de base. *But :* Ce fichier existe conformément à l'article 5(b) de la Loi sur l'emploi dans la fonction publique afin d'enregistrer les résultats des tests et les renseignements recueillis lors de l'entrevue d'orientation. *Usages compatibles :* Les renseignements servent à évaluer l'aptitude à réussir la formation linguistique, à formuler des recommandations pédagogiques à l'intention du personnel enseignant et à fournir à Formation linguistique Canada des données de nature administrative. Rapports avec d'autres systèmes : l'information est couplée quotidiennement avec le Module informatisé sur la formation linguistique (MIFL) du Conseil du Trésor pour mettre à jour l'information sur les candidats qui participent au processus d'orientation. *Normes de conservation et de destruction :* Les dossiers sont conservés pendant vingt (20) ans après la fin de la formation et sont ensuite détruits. Les renseignements informatisés demeurent actifs pendant la période de formation, sont ensuite conservés sur rubans pendant vingt (20) ans et sont détruits. *No. APC :* 85-016 *Renvoi au dossier # :* CFP DGF 105 *Enregistrement (SCT) :* 001482 *Numéro de fichier :* CFP PCE 739

Dossier de formation linguistique
Description : Ce fichier peut contenir des données personnelles de base, des demandes de service et de formation linguistique, résultats des tests d'aptitude et de classement, des renseignements au personnel enseignant dans les centres de formation linguistique de la Commission ainsi que les résultats obtenus lors de la formation linguistique. *Catégorie de personnes :* Fonctionnaires qui ont suivi des cours de formation linguistique. *But :* Ce fichier existe conformément à l'article 5(b) de la Loi sur l'emploi dans la fonction publique en vue de fournir des renseignements pour les processus d'admission, de testing, d'orientation, d'inscription et de formation linguistique. *Usages compatibles :* Ce fichier sert lors des processus d'admission, de testing, d'orientation, d'inscription et de formation linguistique et à assurer un suivi du progrès des participants. Rapports avec d'autres systèmes : l'information est couplée quotidiennement avec le Module informatisé sur la formation linguistique (MIFL) du Conseil du Trésor et le système d'Évaluation en langue seconde

Catégorie de personnes : employés de la CCN *But :* Ce fichier est utilisé par les cadres supérieurs pour des fins de planification des ressources humaines et pour des fins de vérification de gestion et d'évaluation. *Usages compatibles :* aucun *Normes de conservation et de destruction :* Ces dossiers sont conservés pour la durée de l'emploi plus un an après la date de départ de l'employé, puis ils sont envoyés aux archives jusqu'à ce que l'employé atteigne l'âge de 80 ans ou 2 ans après son décès. *Renvoi au dossier # :* CCN 920 *Enregistrement (SCT) :* 003019 *Numéro de fichier :* CCN PPE 806

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Langues officielles

Mesures disciplinaires

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Commission de la Fonction publique du Canada

Chapitre 42

Fichiers centraux

Congés en vue de briguer les suffrages
Description : Ce fichier peut contenir la demande de congé, l'opinion de l'administrateur général, la recommandation de la secrétaire générale aux commissaires, la décision de la Commission d'autoriser ou de refuser le congé pour permettre au fonctionnaire de briguer les suffrages, les avis pour publication dans la Gazette du Canada, partie I, et à l'occasion, des coupures de journaux. *Catégorie de personnes :* Fonctionnaires qui ont demandé un congé en vue de briguer les suffrages. *But :* Ce fichier existe conformément aux articles 32, 33 et 34 de la Loi sur l'emploi dans la fonction publique en vue de consigner les renseignements afin que la Commission puisse décider si elle doit accorder un congé à un employé qui désire briguer les suffrages. *Usages compatibles :* Ce fichier sert à fournir les renseignements nécessaires afin que la Commission puisse prendre sa décision et à fournir des renseignements aux fins des rapports de la Commission au Parlement. *Normes de conservation et de destruction :* Les dossiers sont conservés pendant sept (7) ans, puis sont ensuite détruits. *No. APC :* 85-016 *Renvoi au dossier # :* CFP DGM 020 *Enregistrement (SCT) :* 001448 *Numéro de fichier :* CFP PCE 705

Demandes de communication de renseignements
Description : Ce fichier peut contenir les formulaires de demande de communication de renseignements, les réponses à ces demandes et l'information rattachée au traitement des demandes. *Catégorie de personnes :* Fonctionnaires ayant fait une demande officielle d'accès à des renseignements en vertu de la Loi sur l'accès à l'information ou la Loi sur la protection des renseignements personnels. *But :* Ce fichier existe conformément à l'article 4 de la Loi sur l'accès à l'information et à l'article 12 de la Loi sur la protection des renseignements personnels pour traiter les demandes de communication de renseignements faites en vertu des lois. *Usages compatibles :* Ce fichier est utilisé pour consigner et traiter les demandes, pour répondre aux plaintes reçues en vertu des lois et pour fins de statistiques. *Normes de conservation et de destruction :* Les dossiers sont conservés pendant deux (2) ans après la demande et sont ensuite détruits. *No. APC :* 85-016 *Renvoi au dossier # :* CFP DGM 901 *Enregistrement (SCT) :* 001684 *Numéro de fichier :* CFP PCE 743

Données sur l'évaluation du Programme de Cours et affectations de perfectionnement et sur l'orientation de carrières (1968 à 1973)
Description : Ce fichier peut contenir des données biographiques; les résultats de l'évaluation et le sommaire du rendement de chaque candidat qui a accepté de passer la batterie de tests du CAP concernant l'évaluation

Évaluation du rendement
Formation et perfectionnement
Griefs
Harcèlement
Langues officielles
Mesures disciplinaires
Présences et congés
Primes d'encouragement
Programme d'équité en matière d'emploi
Rémunération et avantages
Sécurité et santé au travail
Stationnement
Vérification de la fiabilité
Voyages et réinstallations

Commission de la Capitale nationale

Chapitre 41

Fichiers particuliers

Système d'inventaire de l'information de la Commission (CIIS)/Banque d'employés

Description : Ce fichier est un système informatisé qui contient le nom, sexe, date de naissance, numéro de poste et niveau de sécurité pour chaque employé. *Catégorie de personnes :* Employés de la CCN *But :* Ce fichier a pour but d'assurer que l'employé qui a accès au dossier de la corporation a un niveau de sécurité adéquat. *Usages compatibles :* Ce système a pour but de fournir le niveau de sécurité de l'employé pour sauvegarder toute information désignée ou classifiée. *Normes de conservation et de destruction :* Ces données informatisées sont mises à jour sur demande. *Renvoi au dossier # :* CCN SPI 195 *Enregistrement (SCT) :* 003664 *Numéro de fichier :* CCN PPE 802

Système général d'information sur les ressources humaines (CHRIS)

Description : Il s'agit d'une banque de données en ligne composée de sept sous-systèmes intégrés qui contribuent à pratiquement toutes les principales fonctions de gestion du personnel. Cette banque comprend des renseignements sur les employés tels que leur Code d'identification de dossier personnel (CIDP), numéro d'assurance sociale, sexe, classification et niveau, nom, adresse et date de naissance. Le sous-système d'information sur les ressources humaines (HRIS) contient des examens du rendement, des évaluations ainsi que des données sur les études, la formation, les qualifications, les aspirations professionnelles, les affiliations à des organismes professionnels et les profils de poste d'employés permanents. Le sous-système du personnel (PERS) est le principal fichier de renseignements sur les employés de la CCN. Il contient tous les renseignements sur la rémunération des employés de la CCN depuis 1971. Le sous-système informatisé de présentation des rapports d'équité en matière d'emploi (EECRIS) sert à la production de rapports annuels concernant les règlements sur l'équité en matière d'emploi. Le sous-système Healthtrack contient des renseignements sur les employés et sur les accidents du travail à l'intention des bureaux d'indemnisation des accidents du travail (de l'Ontario et du Québec) et sert à la production de rapports sur les accidents du travail, à la gestion des réclamations et à la prévention des accidents par Santé et Sécurité. Le sous-système de paie (Cyborg) sert à la production des chèques de paie des employés, avec les gains et les déductions nécessaires, et il permet de réduire les coûts de la main-d'oeuvre. Le système de production de rapports sur le temps et les congés (TRS) contient des renseignements sur les employés travaillant pendant l'exercice en cours, et il sert à tenir compte des heures travaillées et des congés. Ce système transmet des comptes rendus de la feuille de temps des employés aux systèmes de paie, qui produiront les chèques. Le système WYCOMP contient des renseignements sur les postes, notamment des évaluations et des descriptions du travail. *Catégorie de personnes :* Employés de la CCN *But :* Ce système donne aux cadres de la Commission et aux gestionnaires du personnel suffisamment de renseignements sur le personnel pour qu'ils puissent prendre des décisions éclairées sur les employés. Il sert également à répondre de façon contrôlée aux demandes de renseignements précises sur les employés. *Usages compatibles :* Les renseignments contenus dans cette banque de données sont utilisés pour la production de rapports à l'intention des gestionaires, qui sont en mesure de prendre des décisions plus éclairées au sujet du personnel. *Normes de conservation et de destruction :* Les dossiers informatisés sont mis à jour au besoin. Les données sont conservées pour cinq ans, puis transférées aux Archives nationales du Canada; les dossiers de rémunération des employés sont conservés pour toujours. *Renvoi au dossier # :* CCN 920 *Enregistrement (SCT) :* 003732 *Numéro de fichier :* CCN PPE 800

Transition des employés

Description : Ce fichier contient des renseignements sur les employés qui sont mis à pied. Ces renseignements comprennent une lettre à l'employé, l'annexe sur l'après-emploi, les calculs (des prestations au niveau de pension et des avantages) ainsi que le profil de l'employé.

Commission de l'immigration et du statut de réfugié
Chapitre 40

Fichiers particuliers

Aide aux employés
Description : La Commission a conclu un protocole d'entente avec la Direction des services médicaux de Santé nationale et Bien-être social pour offrir des services d'aide à tous les employés et commissaires de la CISR. Il n'existe aucun fichier de renseignements sur le Programme d'aide aux employés (PAE) à la Commission. Le fichier PAE de Santé nationale et Bien-être social contient des renseignements administrés de façon confidentielle touchant la participation des employés de la CISR au Programme d'aide aux employés; les avis de mise en rapport volontaire ou obligatoire (connexe au rendement au travail); les dossiers de mise en rapport avec des professionnels de la santé ou un organisme de réadaptation; et les rapports et la correspondance provenant de ces derniers; les interprétations non médicales concernant les capacités ou les limites de travail de l'employé. Tous les renseignements médicaux personnel sont conservés à titre de renseignements médicaux protégés dans un fichier administré par la Direction des services médicaux du ministère de la Santé nationale et du Bien-être social. Les dossiers ayant trait aux lacunes en matière de rendement de l'employé, à l'absentéisme et aux questions disciplinaires sont conservés dans le fichier pertinent de renseignements personnels de l'organisme ou du ministère, et non dans les dossiers du PAE. *Catégorie de personnes :* Les employés et les commissaires de la CISR. *But :* Ce fichier a pour but d'emmagasiner les renseignements nécessaires à l'administration du Programme d'aide aux employés. Il vise à déterminer si les employés ont besoin de counselling, s'il est nécessaire de leur faire passer une évaluation sur le plan médical ou de les faire participer à des programmes de réadaptation. *Usages compatibles :* Étayer les décisions ayant trait aux mesures en matière d'aide aux employés. *Normes de conservation et de destruction :* Les dossiers sont détruits deux ans après la dernière participation de l'employé au Programme d'aide aux employés. *Enregistrement (SCT) :* 003176 *Numéro de fichier :* CIR PPE 803

Système automatique de sécurité relatif à l'accès à la propriété — Toronto-Front
Description : Cette banque de données contient des renseignements sur l'utilisation, aux fins d'identification, de cartes d'accès individuels. *Catégorie de personnes :* Les employés de la région de Toronto-Front seulement. *But :* Le but de cette banque de données est de se munir d'un relevé des noms de ceux qui ont accès à la propriété de la Commission. *Usages compatibles :* Ces renseignements seraient utilisés dans l'éventualité d'une infraction. *Normes de conservation et de destruction :* Ces renseignements sont conservés pour une période d'un an, puis ils sont suprimés. Dans le cas où des renseignements seraient utilisés à des fins administratives, ceux-ci seraient conservés pendant deux ans suivant la date de la dernière mesure administrative et seraient ensuite supprimés. *Enregistrement (SCT) :* 003177 *Numéro de fichier :* CIR PPE 804

Système de suivi des commissaires
Description : Ce fichier contient des renseignements personnels sur les commissaires, notamment l'adresse du domicile, le numéro de téléphone, les dates des affectations, la date d'expiration des affectations, et les langues parlées par les commissaires. *Catégorie de personnes :* Commissaires. *But :* Le but de ce fichier consiste à suivre la période de nomination (début et fin) des commissaires. Il constitue aussi une liste des personnes disponibles pour siéger à des audiences de la Commission. *Normes de conservation et de destruction :* Les documents sont détruits deux ans après la date d'expiration du mandat du commissaire. *No. APC :* 85-001 *Enregistrement (SCT) :* 003174 *Numéro de fichier :* CIR PPE 801

Système informatique de sécurité relatif à l'accès à la propriété — Toronto-University
Description : Cette banque de données contient des renseignements sur l'utilisation, aux fins d'identification, de cartes d'accès individuels. *Catégorie de personnes :* Les employés de la région de Toronto-University seulement. *But :* Le but de cette banque de données est de se munir d'un relevé des noms de ceux qui ont accès à la propriété de la Commission. *Usages compatibles :* Ces renseignements seraient utilisés dans l'éventualité d'une infraction. *Normes de conservation et de destruction :* Ces renseignements sont conservés indéfiniment. Dans le cas où des renseignements seraient utilisés à des fins administratives, ceux-ci seraient conservés pendant deux ans suivant la date de la dernière mesure administrative et seraient ensuite supprimés. *Enregistrement (SCT) :* 003178 *Numéro de fichier :* CIR PPE 805

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

des anciens membres du personnel au sein de la Commission. *Usages compatibles :* Ces renseignements peuvent être utilisés aux fins de référence d'emploi ou d'assurance groupe. *Normes de conservation et de destruction :* Les dossiers des anciens employés sont conservés à la Commission durant les deux années qui suivent la cessation d'emploi après quoi ils sont remis aux Archives nationales du Canada. *Numéro de fichier :* CCL PPE 801

Commission d'appel des pensions
Chapitre 38

Fichiers particuliers
Toute demande de renseignements concernant les dossiers individuels sur le personnel doit être adressée à : Relations de travail, Services des ressources humaines — PSR, Développement des ressources humaines, 20ième étage, Tour "B", Place Vanier, Vanier, Ontario K1A 0L1.

Commission de contrôle de l'énergie atomique
Chapitre 39

Fichiers particuliers

Dossiers sur l'exposition des spécialistes de la CCEA aux rayonnements
Description : Ce fichier contient un relevé des doses de rayonnements auxquelles ont été soumis les spécialistes de la CCEA dans l'exécution de leurs fonctions. Le calcul cumulatif de ces doses est fait périodiquement. Ces dossiers sont conservés indéfiniment. *Numéro de fichier :* CEA PPE 802

Inspecteurs de la CCEA : dossier d'accréditation
Description : En vertu du Règlement, les employés de la CCEA peuvent agir à titre d'inspecteurs. Les données personnelles des employés désignés comme inspecteurs demeurent dans le fichier personnel de ces employés, mais la correspondance qui a trait uniquement à leur nomination est conservée dans un fichier distinct. L'utilité première de ce fichier est de fournir un état à jour des nominations. Elle ne renferme que les noms et les secteurs pouvant faire l'objet de vérifications. *Numéro de fichier :* CEA PPE 803

Membres des comités consultatifs
Description : La CCEA a établi deux comités consultatifs dont les membres viennent de l'industrie, du secteur universitaire et de certains autres milieux et qui font rapport au Président. Ce fichier contient de la correspondance ayant trait au recrutement des membres et peut comprendre les noms des employés actuels, ainsi que des détails sur leur emploi actuel et sur leur expérience. Les dossiers sont conservés pendant deux ans, après quoi ils sont envoyés aux Archives nationales. *Numéro de fichier :* CEA PPE 801

Fichiers ordinaires
Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Vérification de la fiabilité

Voyages et réinstallations

Évaluation du rendement

Formation et perfectionnement

Rémunération et avantages

Stationnement

Voyages et réinstallations+

Commission canadienne des droits de la personne
Chapitre 35

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Primes d'encouragement

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Vérification de la fiabilité

Voyages et réinstallations

Commission canadienne du blé
Chapitre 36

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Dossier personnel d'un employé

Harcèlement

Présences et congés

Rémunération et avantages

Commission canadienne du lait
Chapitre 37

Fichiers particuliers

Dossier personnel des employés
Description : Ce fichier est placé sous la responsabilité du Bureau des ressources humaines. Il contient le sommaire des données concernant l'emploi de particuliers à la Commission canadienne du lait. Ces données comprennent des documents tels : lettres de nomination, évaluations du rendement au travail, assiduité au travail, registres de congé et de temps supplémentaire, lettres de recommandation, curriculum vitae, registre de formation, documents personnels et organisationnels divers. Le fichier contient le dossier de tous les employés dans les catégories suivantes : soutien administratif, administration et service extérieur, scientifique et professionnel, technique et gestion. Le fichier sert de source d'information en matière de planification des ressources humaines et de gestion du personnel. Les employés ont accès à leur dossier sur demande auprès du Bureau des ressources humaines. *Catégorie de personnes :* Employées actuels et anciens de la Commission. *But :* Fournir un dossier sur l'emploi des membres actuels et

excédentaire ou de perception des dettes dues à la Couronne. Dans ces cas, les dossiers sont conservés jusqu'à ce que les questions de paiement excédentaire soient réglées ou que la dette soit recouvrée. *Enregistrement (SCT) :* 002850 *Numéro de fichier :* CLO PPE 804

Saisie-arrêt
Description : ce fichier contient de la documentation concernant les fonds relatifs à la saisie-arrêt quant à l'administration de la paye et des avantages au Commissariat. *Catégorie de personnes :* employés du Commissariat au sujet desquels des mesures de saisie-arrêt et de distraction de fonds ont été prises. *But :* ce fichier permet, conformément à la Loi sur la saisie-arrêt et la distraction, de procéder à la distraction des fonds. *Usages compatibles :* ce fichier sert également à approuver les retenues de salaire. *Normes de conservation et de destruction :* les dossiers sont gardés deux ans après que la dette ait été payée. Si l'employé change de ministère avant que la dette ne soit payée, son dossier le suit; si l'employé change de ministère après que la dette ait été payée, le dossier est gardé au CLO pendant deux ans, puis détruit. *Enregistrement (SCT) :* 002849 *Numéro de fichier :* CLO PPE 803

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Primes d'encouragement

Programme d'équité en matière d'emploi

Sécurité et santé au travail

Stationnement

Vérification de la fiabilité

Voyages et réinstallations

Commission canadienne d'examen des exportations de biens culturels

Chapitre 33

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Langues officielles

Présences et congés

Rémunération et avantages

Stationnement

Voyages et réinstallations

Commission canadienne des affaires polaires

Chapitre 34

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Dossier personnel d'un employé

Dotation

Commissariat aux langues officielles

Chapitre 32

Fichiers particuliers

Contrats de services professionnels et personnels
Description : ce fichier contient les contrats octroyés, la nature des services rendus, la durée des contrats, le numéro d'assurance sociale des personnes affectées aux contrats, les contrats mêmes et les documents à l'appui. *Catégorie de personnes :* les personnes engagées par le Commissariat pour des contrats de services professionnels et personnels. *But :* ce fichier est utilisé pour les fins de comptabilité, de référence et de statistique. *Normes de conservation et de destruction :* les dossiers sont conservés pendant six ans et sont ensuite détruits. *Enregistrement (SCT) :* 003789 *Numéro de fichier :* CLO PPE 806

Fonctionnaire excédentaire
Description : ce fichier contient des renseignements personnels sur les fonctionnaires excédentaires qui bénéficient d'une priorité de fonctionnaire excédentaire (priorité légale accordée par la C.F.P.). Les renseignements contenus sont : les études, les antécédents professionnels, le c.v., copie de tous les formulaires et de la correspondance administrative touchant le fonctionnaire en ce qui concerne sa situation, sa formation et sa préférence du lieu de travail. *Catégorie de personnes :* fonctionnaires déclarés excédentaires. *But :* ce dossier fournit aux agents du personnel la documentation qui facilitera le placement des fonctionnaires bénéficiant d'une priorité de dotation au sein de la fonction publique. *Usages compatibles :* avoir un dossier à jour du fonctionnaire et des actions prises pour lui trouver un nouveau poste. *Normes de conservation et de destruction :* deux ans après le départ du fonctionnaire. *No. APC :* 86-001 *Enregistrement (SCT) :* 002847 *Numéro de fichier :* CLO PPE 801

Fonds de pension
Description : ce fichier contient le certificat de naissance de l'employé, de l'époux(se) et de ses enfants; de l'information sur le statut marital; date où l'employé est devenu cotisant au fonds de pension; transfert réciproque; service accompagné d'options; calcul de pension; historique salarial; et désignation de bénéficiaire. *Catégorie de personnes :* employés actifs et retirés qui ont contribué au fonds de pension. *But :* pour avoir accès, dans un seul endroit, à tous détails de pension. *Usages compatibles :* ce fichier a pour but de déterminer l'admissibilité au paiement de cotisations, à calculer le total des cotisations qui sont dues en rapport avec les années de service antérieur; à calculer le crédit pour service donnant droit à la pension, et à calculer la pension payable tant pour le cotisant que pour le bénéficiaire. *Normes de conservation et de destruction :* détruit deux ans après que toutes les activités aient été complétées. *Enregistrement (SCT) :* 002848 *Numéro de fichier :* CLO PPE 802

Formation et perfectionnement
Description : ce fichier comprend des demandes de formation; le code d'identification de dossier personnel; les résultats des examens et certificats; les dossiers concernant le paiement des frais; et la correspondance connexe à la participation des employés à des cours de formation et de perfectionnement parrainés par le gouvernement ou par des organismes privés. Les renseignements touchant le besoin en perfectionnement pour chaque employé en vue d'améliorer son rendement se trouvent dans le fichier concernant les évaluations de rendement. *Catégorie de personnes :* employés de l'institution. *But :* ce fichier a pour but de fournir de la documentation pour l'administration des programmes de formation et de perfectionnement au sein des ministères et organismes fédéraux. *Usages compatibles :* approuver et inscrire la participation des employés à des cours de formation et de perfectionnement et confirmer les réalisations des employés. *Normes de conservation et de destruction :* les dossiers sont détruits cinq ans après la fin des cours de formation et de perfectionnement suivis par un employé. *Enregistrement (SCT) :* 001265 *Numéro de fichier :* CLO PPE 805

Rémunération et avantages
Description : ce fichier contient les certifications nécessaires pour la rémunération, les indemnités et les déductions et présente des renseignements au sujet du traitement et des avantages pour chaque employé y compris le numéro d'assurance sociale, ainsi que la correspondance connexe à l'administration de la paye et des avantages. *Catégorie de personnes :* employés de l'institution. *But :* ce fichier contient de la documentation sur l'administration de la rémunération et des avantages au sein des ministères et organismes fédéraux. Il sert également à approuver le paiement des traitements et des indemnités ainsi que les retenues. Le numéro d'assurance sociale est utilisé à des fins d'identification et afin d'assurer que l'administration de la paye et des avantages soit uniforme. L'utilisation du numéro d'assurance sociale est nécessaire pour ce fichier; toutefois, il peut y avoir des cas d'exception lorsqu'il y a des circonstances spéciales. *Usages compatibles :* permettre la vérification et la conciliation des comptes relatifs à la paye (par exemple, la rémunération et l'admissibilité des employés) et étayer le recouvrement des trop-payés et des dettes envers la Couronne. *Normes de conservation et de destruction :* les dossiers sont détruits deux ans après la fin de l'exercice financier lorsqu'il s'agit de documents généraux relatifs à la paye et aux déductions et pour la correspondance connexe, sauf dans les cas de règlement des questions de paiement

d'évaluation, et de statistiques. Ils peuvent également être utilisés pour la communication des précédents, et pour la préparation des rapports en vertu de la Loi sur la GRC. *Normes de conservation et de destruction :* Ces dossiers sont conservés pendant sept ans, après quoi ils sont détruits, à moins qu'ils ne contiennent des renseignements importants servant de précédent et selon des critères établis. *Enregistrement (SCT) :* 002874 *Numéro de fichier :* CEG PPE 801

Renvois relatifs aux griefs des membres de la GRC
Description : Ce fichier renferme les renseignements, les commentaires, les recommandations et les décisions relatives aux griefs qui ont été soumis par les membres de la GRC et acheminés au Comité externe d'examen de la GRC. En plus des renseignements qui figurent sur la formule de demande d'accès à des renseignements personnels, les intéressés doivent fournir leur nom au complet et leur numéro matricule. Les personnes qui veulent obtenir des renseignements particuliers devraient indiquer les documents visés afin de faciliter l'acheminement de leur demande. *Catégorie de personnes :* Les membres de la GRC dont le grief a été acheminé au Comité externe d'examen de la GRC. *But :* Les renseignements sont utilisés par le Comité externe d'examen de la GRC dans le traitement des griefs soumis au Comité en vertu de la Loi sur la GRC. *Usages compatibles :* Les renseignements peuvent être utilisés à des fins de recherche, de planification, d'évaluation, et de statistiques. Ils peuvent également être utilisés pour la communication des précédents, et pour la préparation des rapports selon la Loi sur la GRC. *Normes de conservation et de destruction :* Ces dossiers sont conservés pendant sept ans, après quoi ils sont détruits, à moins qu'ils ne contiennent des renseignements importants servant de précédent et selon des critères établis. *Enregistrement (SCT) :* 002875 *Numéro de fichier :* CEG PPE 802

Renvois relatifs aux mesures disciplinaires prises envers les membres de la GRC
Description : Ce fichier renferme des renseignements sur les mesures disciplinaires graves prises envers les membres de la GRC et dont le cas a été acheminé au Comité externe d'examen de la GRC en vertu de la Loi sur la GRC. Les dossiers peuvent inclure des rapports sur les avertissements, les réprimandes, les délibérations du comité d'arbitrage, les appels, les comités et les communications pertinentes; comprend également de la documentation sur les suspensions, les décisions infirmées, les décisions de la cour, les communications relatives aux allégations d'inconduite, et de la documentation provenant du congédiement obligatoire à la suite de l'inconduite et des infractions criminelles, y compris les comités, les audiences et les décisions. En plus des renseignements qui figurent sur la formule de demande d'accès à des renseignements personnels, les intéressés doivent fournir leur nom au complet et leur numéro matricule. Les personnes qui veulent obtenir des renseignements particuliers doivent indiquer de quels documents il s'agit afin de faciliter l'acheminement de leur demande. *Catégorie de personnes :* Les membres de la GRC qui ont fait l'objet de mesures disciplinaires graves et dont le cas a été soumis au Comité externe d'examen de la GRC. *But :* Les renseignements sont utilisés par le Comité externe d'examen de la GRC pour traiter les cas de mesures disciplinaires graves acheminés au Comité en vertu de la Loi sur la GRC. *Usages compatibles :* Les renseignements peuvent être utilisés à des fins de recherche, de planification, d'évaluation, et de statistiques. Ils peuvent également être utilisés pour la communication des précédents, et pour la préparation des rapports selon la Loi sur la GRC. *Normes de conservation et de destruction :* Ces dossiers sont conservés pendant sept ans, après quoi ils sont détruits, à moins qu'ils ne contiennent des renseignements importants servant de précédent et selon des critères établis. *Enregistrement (SCT) :* 002876 *Numéro de fichier :* CEG PPE 803

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Primes d'encouragement

Programme d'équité en matière d'emploi

Rémunération et avantages

Stationnement

Voyages et réinstallations

Harcèlement
Langues officielles
Mesures disciplinaires
Présences et congés
Programme d'équité en matière d'emploi
Rémunération et avantages
Sécurité et santé au travail
Stationnement
Vérification de la fiabilité
Voyages et réinstallations

Comité de surveillance des activités de renseignement de sécurité

Chapitre 30

Fichiers particuliers

Contrats de services personnels
Description : ce fichier contient des renseignements sur les personnes qui ont signé des contrats de services personnels avec le Comité. Le fichier peut renfermer des renseignements sur la compétence et l'expérience de travail de l'entrepreneur, des lettres de référence et des détails au sujet du contrat. *Catégorie de personnes :* personnes qui ont actuellement, ou qui ont déjà eu, un contrat de services personnels avec le Comité de surveillance des activités de renseignements de sécurité. *But :* le but de ce fichier est de conserver les soumissions acceptées pour des contrats. *Usages compatibles :* les renseignements peuvent servir à déterminer les conditions de paiement, la prolongation ou le renouvellement des contrats, et d'autres questions relatives aux contrats. *Normes de conservation et de destruction :* les fichiers sont conservés depuis la création du Comité en 1984. *Enregistrement (SCT) :* 003017 *Numéro de fichier :* CSA PPE 803

Dossiers personnels des employés affectant la paie et les avantages sociaux
Description : Ce fichier renferme des renseignements personnels sur les employés actuels ou anciens du Comité de surveillance des activités de renseignement de sécurité portant, par exemple, sur les évaluations du rendement, les curriculum vitae, les descriptions de tâches et aussi la correspondance connexe à l'administration de la paye et des avantages sociaux. Les renseignements servent à la prise de décisions touchant la dotation, les promotions, les mutations ou la continuation du service, ainsi qu'à fournir la documentation nécessaire à l'administration de la paye et des avantages sociaux des employés du Comité. Ils peuvent également servir aux fins de recherche, de planification, d'évaluation ou d'analyse statistique, ou à l'administration de la paye et des avantages sociaux des employés du Comité. *Numéro de fichier :* CSA PPE 801

Comité externe d'examen de la Gendarmerie royale du Canada

Chapitre 31

Fichiers particuliers

Renvois relatifs à la rétrogradation et au renvoi des membres de la GRC
Description : Ce fichier contient des renseignements sur la rétrogradation et le renvoi des membres de la GRC, lorsque le dossier a été soumis au Comité externe d'examen de la Gendarmerie royale du Canada. Le fichier «Renvois relatifs à la discipline des membres de la GRC» peut contenir de la documentation sur les renvois obligatoires en raison d'inconduite ou d'offense criminelle. Pour avoir accès aux dossiers qui les concernent, les intéressés doivent se conformer aux exigences formulées dans la demande d'accès à des renseignements personnels, indiquant leur nom au complet et leur numéro matricule. Les personnes qui veulent obtenir des renseignements particuliers devraient pouvoir identifier les documents visés afin de faciliter l'acheminement de leur demande. *Catégorie de personnes :* Les membres de la GRC qui ont été l'objet de procédures de renvoi ou de rétrogradation et dont le cas a été soumis au Comité d'examen de la GRC. *But :* Ces renseignements sont utilisés par le Comité d'examen de la GRC en rapport avec le traitement des cas de renvoi ou de rétrogradation qui sont soumis au Comité en vertu de la Loi sur la GRC. *Usages compatibles :* Les renseignements peuvent être utilisés à des fins de recherche, de planification,

système tient aussi compte des dates de début et de fin des situations intérimaires, des détachements et des affectations qui comprennent un système actif de rappel. Le module sur les mesures et les ajustements en matière de dotation fait le suivi des domaines qui, de l'avis du gestionnaire, exigeront un suivi quelconque pour s'assurer que les exigences opérationnelles sont satisfaites; ceci comprend les postes qui deviendront vacants suit e aux congés d'invalidité de longue durée, à des congés de maternité, à des congés de soins et éducation d'enfants d'âge préscolaire, à des vacances prolongées et suite à toute autre situation qui nécessite un suivi. La module sur l a formation et le perfectionnement note les cours disponibles, maintient une liste des employés et employées identifiés pour chaque cours suite au processus d'évaluation, en plus de la situation de la formation (proposée, approuvée, suivie). ***Catégorie de personnes :*** Dossiers et données sur tous les employés et employées actuels de CIC, soit indéterminés, termes plus de six mois, termes moins de six mois, plein temps et temps partiels. ***But :*** Les données ont été recueillies pour aider les gestionnaires à dresser leur plan des ressources humaines. ***Usages compatibles :*** Les données servent d'appoint aux fonctions du personnel telles que la planification et le développement des ressources humaines, les évaluations du rendement, la formation, la réinstallation, l'équité en matière d'emploi; et servent aussi à la production de rapports de gestion (par exemple, sur les langues officielles, l'équité en matière d'emploi, les prévisions d'offre et de la demande de main-d'oeuvre, la formation prévue et achevée, un aperçu de l'âge et du nombre d'années de service de l'employé ou projections de retraites possibles de l'employé. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant une minimum de deux ans. ***Enregistrement (SCT) :*** 003331 ***Numéro de fichier :*** CIC PPE 812

Sécurité et santé au travail

Description : Ce fichier comprend des rapports d'enquête sur des accidents et sur des lésions ou des maladies professionnelles et la correspondance connexe, ainsi que des copies du Rapport d'enquête sur les accidents que doit rempli r le superviseur; ces documents sont conservés par les organismes ou ministères du centre de responsabilité approprié. Conformément à la politique de Conseil du Trésor, le ministère ou organisme conserve également des dossiers sur l es premiers soins administrés. Le Développement des ressources humaines Canada conserve des dossiers, concernant les employés, y compris des dossiers médicaux; les demandes d'indemnisation et la correspondance connexe; et des dossiers touchant les sommes déboursées . La direction des services médicaux de Santé Canada conserve, sous le sceau de la confidentialité médicale, les dossiers d'examen de santé, et tous les renseignements médicaux personnels. Sondage sur l'environne ment et sur la condition physique et du monde de vie sont aussi sous le contrôle de cette institution. Pour les renseignements au sujet des accidents de véhicule voir le fichier ordinaire #908. ***Catégorie de personnes :*** Employés de l'institution. ***But :*** Ce fichier a pour but de fournir de la documentation nécessaire à l'administration des programmes de sécurité et de santé au travail au sein des ministères et organismes gouvernementaux, notamment la prévention des acciden ts, la protection de la santé et les autorisations de congés et d'indemnités touchant les lésions et les maladies professionnelles. Il vise à consigner tous les détails se rapportant à la sécurité et à la santé au travail ainsi que les causes d'accidents et de lésions, afin de prévenir les accidents, d'assurer la protection de la santé, et de permettre l'administration efficace de chaque programme de sécurité et d'hygiène au sein des organismes et ministères. ***Usages compatibles :*** Étayer les décisions connexes aux compensations destinées aux travailleurs aux congés d'accident du travail; servir de moyen permettant de prévenir les lésions, les maladies et les incapacités subséquentes qui découlent des c onditions de travail ou qui sont aggravées par celles-ci; assurer que des individus sujets à certains risques professionnels déterminés soient en mesure de continuer à travailler sans préjudice pour leur santé, leur sécurité ou cell e des autre; et établir des conditions qui permettront à certains individus qui souffrent de maladies ou d'incapacités de continuer à travailler dans des conditions contrôlées. ***Normes de conservation et de destruction :*** Les dossiers se rapportant aux premiers soins doivent être conservés pendant une période de cinq ans; les rapports d'enquête sur les maladies ou les lésions professionnelles et les accidents incluant le rapport d'enquête du superviseur sur les accidents et la correspondance s'y rattachant, doivent être conservés pendant deux ans et, pendant dix ans, pour les rapports spécifiés. Quant aux dossiers conservés par Développement des ressources humaines Canada et par Santé Canada, ils doivent être conservés pour les périodes mentionnées dans la description des fichiers pertinents. ***Renvoi au dossier # :*** NHW PCE 701 ***Enregistrement (SCT) :*** 003330 ***Numéro de fichier :*** CIC PPE 811

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Citoyenneté et Immigration
Chapitre 29

Fichiers particuliers

Étude et planification des carrières
Description : Ce fichier peut renfermer les documents suivants : au moins deux évaluations récentes, les imprimés relatifs à la planification de carrière, un résumé du Système d'information sur les ressources de gestion et un curric ulum vitae. ***Catégorie de personnes :*** Les données portent sur les employés de Citoyenneté et Immigration Canada. ***But :*** Ces renseignements seront utilisés dans le cadre du processus de l'étude et de la planification des carrières par les membres des comités s'attardant à ces questions de même que par les gestionnaires pour ce qui est des af fectations ou des détachements. Les membres de ces comités ont accès aux renseignements contenus dans le présent fichier, par l'entremise conseillère en gestion de carrière, ou par le Chef, Services à la haute direction et gestion de carrière et par l'intermédiaire des unités administratives appropriées. ***Usages compatibles :*** On peut utiliser ces renseignements afin de faire l'inventaire des candidats disponibles lors d'un processus de dotation et de relever le nom des candidats qui désirent obtenir des postes précis lorsque ces derniers deviennen t vacants. On peut également utiliser ces renseignements pour établir les priorités et pour autoriser la formation et le développement nécessaires pour répondre aux besoins identifiés dans la planification des ressources humaines et pour les prévisions des analyses statistiques et pour les vérifications internes. Ils peuvent également être divulgués aux compagnies de recherche du secteur privé à des fins statistiques, de recherche, de planification et d'évaluation. Les renseignements peuvent etre utilises egalement aux fins d'un programme de remplacement, pour differents services lies au reamenagement des effectifs comme le couselling professionnel, la planification financiere personnelle, le placement a l'exterieur, les ateliers sur la reorientation professionnelle, les salons de l'emploi, etc., ainsi qu'a des fins statistiques ou pour evaluer l'efficacite du programme. Si un employe y consent, ils peuvent etre utilises par les unites de negociation egalement pour offrir des services lies au reamenagement des effectifs. *Normes de conservation et de destruction :* Les dossiers sont conservés pendant cinq ans lorsqu'ils portent sur les chefs de section. ***Communiquer avec :*** Chef, Enrichissement et Mobilité de carrière, Services du personnel, Citoyenneté et Immigration Canada, Tour Journal Sud, 12ieme etage, 365 avenue Laurier Ouest, Ottawa (Ontario), K1A 1L1. ***Enregistrement (SCT) :*** 002006 ***Numéro de fichier :*** CIC PPE 802

Programme d'aide aux employés
Description : Ce fichier contient des renseignements concernant un service-conseil volontaire et confidentiel offert aux employés de Citoyenneté Canada. L'employé ayant besoin de conseils doit se mettre en contact avec le consultant dont les services ont été retenus aux fins du Programme d'aide aux employés (PAE). Les documents concernant la consultation sont retenus par le consultant et ne sont pas remis à Citoyennet Canada afin de sauvegarder le caractère confidentiel de programme. ***Catégorie de personnes :*** Les employés de Citoyenneté Canada ***But :*** L'information est utilisée par le consultant pour : a) emmagasiner les renseignements nécessaires à l'administration du PAE; b) déterminer si les employés ont besoin de conseils, de mise en rapport avec des professionnels de la santé et de participation aux programmes de réadaptation; c) assurer la suite des services rendus aux employés. ***Usages compatibles :*** Étayer les décisions ayant trait aux mesures en matière d'aide aux employés; entreprendre une évaluation systématique du PAE et fournit des statistiques à Travail Canada d'une façon telle que la confidentialité des individus qui ont demandés le service est assurée. *Normes de conservation et de destruction :* Les documents concernant les séances de consultation sont gardées par le consultant pour une période de deux ans après la dernière séance. Après cette période, le consultant détruit les documents d'une façon telle que la confidentialité est assurée. A la fin du contrat, les documents contenant des renseignement personnels par rapport aux employés de Travail Canada seront transférés au nouveau donneur d'aide aux employés ou à un autre professionnel désigné, avec le consentement écrit de l'employé. ***Enregistrement (SCT) :*** 003324 ***Numéro de fichier :*** CIC PPE 801

Programme informatisé sur la planification des ressources humaines
Description : Ce fichier informatisé a été conçu par les gestionnaires pour les aider à élaborer leur plan des ressources humaines. Il contient des donnés sur les postes de CIC, sur les employés et les employées, sur les mesures ou l es ajustements en matière de dotation ainsi que la formation et le perfectionnement des employés et les employées. Les données sur les postes comprennent et le numéro du poste, le titre, le groupe et le niveau, l'indicateur d'exclus ion, les exigences linguistiques, l'unité de travail et le lien hiérarchique (le numéro et le titre du poste du surveillant). Les données sur les employés et employées englobent la date de début dans la fonction publique, la date de naissance, l'adresse et le numéro de téléphone au domicile de l'employé ou de l'employée, le type d'emploi (plein temps, temps partiel, etc.), le titre et le numéro du poste, le lieu et le numéro de téléphone au travail, la capacit é linguistique, les antécédents professionnels, les aspirations de carrière, la mobilité, historique sur la formation et le perfectionnement (y compris la formation et évaluation du rendement (ainsi qu'une date de rappel de la proch aine évaluation). Le

Dossiers médicaux
Description : Ce fichier renferme les antécédents médicaux des employés du Centre de recherches pour le développement international et des membres de la famille du personnel du Centre affecté à l'étranger. Il contient des documents sur les examens avant l'affectation, les antécédents médicaux, des rapports d'examens physiques, des résultats de tests biochimiques, des radiographies et des cardiogrammes. Les dossiers sont généralement classés par nom en ordre alphabétique. *Catégorie de personnes :* Employés, actuels et anciens, du Centre. *But :* Ce fichier a pour but de consigner des renseignements pour établir un dossier médical de chaque employé, actuel ou ancien, du Centre. *Usages compatibles :* Maintenir les antécédents médicaux de chaque employé; conserver un dossier d'examens périodiques et annuels de tout employé qui voyage à l'étranger; et garder à jour le carnet médical des employés qui voyagent à l'étranger. *Normes de conservation et de destruction :* Les dossiers sont conservés pendant dix ans après la cessation d'emploi ou la dernière mesure administrative, après quoi ils sont détruits. *No. APC :* 83-002 *Enregistrement (SCT) :* 001154 *Numéro de fichier :* RDI PPE 803

Langues officielles
Description : Ce fichier contient les inscriptions aux cours et des renseignements relatifs aux présences; des demandes de formation linguistique comprenant des données personnelles de base utilisées à des fins d'identification; les résultats des examens de connaissance linguistique; les certificats de formation et la correspondance concernant les qualifications de l'employé en matière de langues officielles. Les examens linguistiques, les dossiers concernant la formation et les exemptions sont joints au dossier personnel de l'employé. On trouve également des données semblables dans les fichiers particuliers de la Commission de la Fonction publique et du Secrétariat du Conseil du Trésor. *Catégorie de personnes :* Employés du CRDI. *But :* Ce fichier a pour but de fournir de la documentation nécessaire à l'administration des politiques en matière de langues officielles relatives aux employés du CRDI. Il vise à justifier et à étayer les décisions touchant les qualifications en matière de langues officielles et les épreuves linguistiques, ainsi qu'à justifier le besoin en formation linguistique et à confirmer les réalisations des employés. *Usages compatibles :* L'administration des programmes relatifs aux langues officielles au CRDI. *Normes de conservation et de destruction :* Les dossiers sont détruits deux ans après la date de la dernière justification. *Enregistrement (SCT) :* 002846 *Numéro de fichier :* RDI PPE 806

Répertoire des ressources humaines
Description : Ce fichier renferme un répertoire de candidats à un emploi au Centre de recherches pour le développement international. Il contient des demandes d'emploi, des renseignements personnels, les aptitudes déclarées et les emplois antérieurs, les résultats d'entrevues et la correspondance échangée. Il sert à déterminer les candidats aux fins de recrutement. *Catégorie de personnes :* Toutes les personnes qui font une demande d'emploi au Centre. *But :* Ce fichier a pour but de consigner des renseignements qui fournissent un répertoire de candidats à un emploi au Centre. *Usages compatibles :* Déterminer les candidats aux fins de recrutement et établir une liste de candidats par catégorie d'emploi. *Normes de conservation et de destruction :* Les dossiers sont conservés pendant une période de six mois à compter de la date de réponse. *No. APC :* 86-001 *Enregistrement (SCT) :* 001153 *Numéro de fichier :* RDI PPE 802

Stationnement
Description : Ce fichier contient les demandes de permis et la correspondance concernant le stationnement de véhicules à moteur dans les lieux qui sont loués par le CRDI ou qui lui appartiennent. Le registre des déboursés en frais de stationnement est inclus dans le dossier du personnel sur chaque employé. *Catégorie de personnes :* Employés du CRDI *But :* Ce fichier a pour but d'emmagasiner des renseignements concernant l'administration des privilèges accordés en matière de stationnement. *Usages compatibles :* Émettre les permis de stationnement. *Normes de conservation et de destruction :* Les dossiers sont détruits deux ans après l'expiration du permis. *Enregistrement (SCT) :* 002844 *Numéro de fichier :* RDI PPE 804

Voyages et réinstallations
Description : Ce fichier renferme les autorisations, les avances, les demandes de remboursement, les reçus, les préparatifs de voyage, les itinéraires et la correspondance concernant les déplacements, les réinstallations ou les affectations à l'étranger des employés. *Catégorie de personnes :* Employés du CRDI *But :* Ce fichier a pour but d'emmagasiner des renseignements concernant les voyages, les réinstallations et les affectations à l'étranger des employés du CRDI. *Usages compatibles :* Approuver les questions de voyage et de réinstallations ainsi que les affectations à l'étranger, les avances et les demandes de remboursement. *Normes de conservation et de destruction :* Les dossiers sont détruits six ans après l'exercice financier durant lequel il y a eu règlement des frais de voyage ou de réinstallation. *Enregistrement (SCT) :* 002845 *Numéro de fichier :* RDI PPE 805

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Autorisations sécuritaires

formation. *Normes de conservation et de destruction :* Les dossiers sont conservés aussi longtemps que les données sont valides. *Enregistrement (SCT) :* 003327 *Numéro de fichier :* CCG PCD 703

Fichiers particuliers

Base de données "EXPERTS"
Description : Cette base de données est conçue en vue de rendre facile l'accès aux renseignements sur les domaines de compétence des membres du CCG. *Catégorie de personnes :* Tout le personnel au CCG. *But :* La base de données peut être utilisée pour identifier les domaines de compétence et les relier au nom des membres du personnel du CCG; et pour fournir une série de mots-clés normalisés pour les domaines de connaissance et de compétence. *Usages compatibles :* Le fichier aide à l'établissement de réseaux d'apprentissage et d'équipes chargées de projets; et contribue à l'atteinte de l'objectif qui consiste à promouvoir le CCG en tant qu'organisme d'apprentissage. *Normes de conservation et de destruction :* La base de données est mise à jour annuellement et les informations concernant une personne en particulier sont détruites lorsque celle-ci quitte le Centre. *Enregistrement (SCT) :* 003323 *Numéro de fichier :* CCG PPE 801

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Langues officielles

Primes d'encouragement

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Centre de recherches pour le développement international

Chapitre 28

Fichiers particuliers

Dossiers du personnel
Description : Ce fichier sert à tenir à jour les données personnelles sur les employés du Centre de recherches pour le développement international. Il contient des données portant sur les aspects suivants : récompenses et distinctions, renvois, mises en disponibilité, démissions, retraites, promotions et rétrogradations, assiduité, classification, rémunération, pensions de retraite, assurance, avantages sociaux, transferts et affectations, résultats de tests d'exemption de formation linguistique, contrats de travail, appréciations du rendement, appels, griefs, conflits d'intérêt, mesures disciplinaires, certificats et diplômes, harcèlement, cartes d'identité et laissez-passer, formation et demande d'emploi. *Catégorie de personnes :* Employés du Centre. *But :* Ce fichier a pour but de consigner des renseignements pour maintenir un registre cumulatif de l'emploi d'un individu au Centre aux fins de faciliter la gestion du personnel. *Usages compatibles :* Conserver un dossier personnel à jour de chaque employé du Centre et maintenir un registre des antécédents personnels, documents d'engagement, promotions, congés, fonds de pension, cessation d'emploi, et autres. *Normes de conservation et de destruction :* Les dossiers sont conservés par le Centre de recherches pour le développement international pendant tout le temps où l'employé est à son emploi ainsi que pendant deux années par la suite, puis ils sont remis aux Archives nationales. Les renseignements sont détruits lorsque la personne atteint l'âge de 70 ans, ou deux ans après son décès, dans la mesure où deux années se sont écoulées depuis la dernière mesure administrative prise à l'égard des renseignements la concernant. Si l'archiviste national estime qu'ils présentent un intérêt historique ou ont une valeur archivistique, ces dossiers sont conservés de façon permanente par les Archives nationales du Canada. Les renseignements relatifs aux appréciations du rendement, appels, griefs, conflits d'intérêts, au harcèlement, aux cartes d'identité et laissez-passer, à la formation et aux demandes d'emploi sont conservés par le Centre de recherches pour le développement international pendant une période de cinq ans après la cessation d'emploi, puis ils sont détruits. *No. APC :* 86-001 *Enregistrement (SCT) :* 001152 *Numéro de fichier :* RDI PPE 801

Évaluation du rendement
Formation et perfectionnement
Griefs
Harcèlement
Langues officielles
Présences et congés
Programme d'équité en matière d'emploi
Rémunération et avantages
Sécurité et santé au travail

Centre canadien d'hygiène et de sécurité au travail
Chapitre 26

Fichiers particuliers

Conflits d'intérêt
Description : Ce fichier contient des divulgations volontaires faites par les employés concernant des situations potentielles de conflit d'intérêt, des rapports d'enquête, ainsi que la correspondance concernant les conflits d'intérêt potentiels et réels entre les fonctions officielles des employés et leurs intérêts privés ou leurs possessions. *Catégorie de personnes :* Employés du Centre. *But :* Ce fichier contient des renseignements concernant des situations de conflit d'intérêt potentiel ou réel pour les employés des ministères et organismes fédéraux. Il sert à consigner les conflits d'intérêt potentiels et à résoudre les situations réelles de conflit d'intérêt. *Usages compatibles :* Étayer les décisions touchant les mutations, les mesures disciplinaires et la fin de l'emploi. *Normes de conservation et de destruction :* Les dossiers sont détruits deux ans après que la situation reliée à un conflit d'intérêt potentiel est réglée ou que l'on a résolu le cas où il y avait effectivement conflit. *No. APC :* 85-002 *Enregistrement (SCT) :* 000992 *Numéro de fichier :* HST PPE 801

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion
Aide aux employés
Cartes d'identification et laissez-passer
Dossier personnel d'un employé
Dotation
Évaluation du rendement
Formation et perfectionnement
Griefs
Harcèlement
Langues officielles
Mesures disciplinaires
Présences et congés
Programme d'équité en matière d'emploi
Rémunération et avantages
Sécurité et santé au travail
Voyages et réinstallations

Centre canadien de gestion
Chapitre 27

Fichiers centraux

Système d'identification des contacts ministériels
Description : Ce fichier peut contenir des renseignements de base sur les contacts financiers et les coordonnateurs ministériels de formation avec qui le Centre canadien de gestion communique dans le cadre de la livraison de ses activités d'apprentissage. *Catégorie de personnes :* Contacts financiers et coordonnateurs ministériels de formation. *But :* Ce fichier existe en vue d'établir et de tenir des dossiers sur les contacts financiers et coordonnateurs ministériels de formation afin de leur acheminer les informations relatives à la participation des employés de leurs ministères aux activités offertes par le Centre ainsi que pour produire les données de facturation. *Usages compatibles :* Le fichier sert à fournir les renseignements nécessaires pour communiquer par courrier, par téléphone ou par télécopieur avec les contacts financiers et coordonnateurs ministériels de

personnes : Employés du Bureau. *But :* Ce fichier contient des renseignements concernant des situations de conflit d'intérêt potentiel ou réel pour les employés des ministères et organismes fédéraux. Il sert à consigner les conflits d'intérêt potentiels et à résoudre les situations réelles de conflit d'intérêt. *Usages compatibles :* Étayer les décisions touchant les mutations, les mesures disciplinaires et la fin d'emploi. *Normes de conservation et de destruction :* Les dossiers sont détruits deux ans après que la situation reliée à un conflit d'intérêt potentiel est réglée ou que l'on a résolu le cas où il y avait effectivement conflit. *No. APC :* 85-001 *Enregistrement (SCT) :* 001605 *Numéro de fichier :* BVG PPE 801

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Bureau fédéral de développement régional (Québec)

Chapitre 25

Fichiers particuliers

Affectation interministérielles

Description : Ce fichier renferme des renseignements sur des employés en affectation temporaire dans d'autres ministères tels leur nom, leur curriculum vitae, le protocole d'entente de l'affectation, l'autorisation écrite des ententes. *Catégorie de personnes :* Employés du BFDR(Q) et de différents ministères présentement en affectation temporaire. *But :* Pour s'assurer que les points énumérés dans le protocole d'entente de l'affectation soient respectés. *Normes de conservation et de destruction :* L'information est conservée pendant trois ans après la fin de l'entente. *Enregistrement (SCT) :* 003223 *Numéro de fichier :* FDQ PPE 805

Demande de dossier pour mutation

Description : Le fichier central d'information renferme les demandes de mutation des employés du BFDR(Q) ainsi que des autres ministères. Ces dossiers peuvent contenir des curriculum vitae incluant l'âge, le sexe, le niveau d'éducation et le numéro d'assurance sociale et aussi des examens du rendement et l'évaluation de l'employé. *Catégorie de personnes :* Employés du BFDR(Q) et des autres ministères. *But :* Le fichier central fournit une banque d'information qui sert à doter des postes dans un institution gouvernementale. *Normes de conservation et de destruction :* Les documents sont conservés pendant deux ans et sont ensuite détruits. *Enregistrement (SCT) :* 003224 *Numéro de fichier :* FDQ PPE 810

Programme d'affectation

Description : La banque de données peut contenir des curriculum vitae, des évaluations, des accords d'affectation, des renseignements sur les entrevues, des résultats de présentations, des demandes d'employés en vue d'obtenir des formulaires d'affectation et de la correspondance générale. *Catégorie de personnes :* Les employés du gouvernement fédéral et employés du BFDR(Q) qui ont demandé une affectation au Ministère. *But :* Les renseignements seront utilisés pour constituer un répertoire des employés qui sont intéressés à obtenir une affectation et consigner les protocoles. *Normes de conservation et de destruction :* Les dossiers sont conservés pour une période de deux ans après la fin du processus d'affectation. *Enregistrement (SCT) :* 003888 *Numéro de fichier :* FDQ PPE 815

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Bureau du Directeur général des élections
Chapitre 22

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Primes d'encouragement

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Vérification de la fiabilité

Voyages et réinstallations

Bureau du surintendant des institutions financières Canada
Chapitre 23

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Langues officielles

Mesures disciplinaires

Présences et congés

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Bureau du Vérificateur général du Canada
Chapitre 24

Fichiers particuliers

Conflits d'intérêt
Description : Ce fichier contient des divulgations volontaires faites par les employés concernant des situations potentielles de conflit d'intérêt, des rapports d'enquête, ainsi que la correspondance concernant les conflits d'intérêt potentiels et réels entre les fonctions officielles des employés et leurs intérêts privés ou les valeurs immobilières qu'ils possèdent. *Catégorie de*

Programme d'équité en matière d'emploi
Rémunération et avantages
Sécurité et santé au travail
Stationnement
Vérification de la fiabilité
Voyages et réinstallations

Bureau du Conseil privé
Chapitre 21

Fichiers particuliers

Enquêtes relatives à l'habilitation au secret
Description : Ce fichier contient les dossiers relatifs à l'habilitation au secret des titulaires de postes, des candidats à de tels postes, ainsi que du personnel provenant des agences de placement ou engagé à forfait, employés au sein du Cabinet du Premier Ministre, du Bureau du Conseil privé, de divers groupes de travail et commissions royales d'enquêtes, du Cabinet du président du Conseil privé de la Reine pour le Canada, des cabinets des leaders du gouvernement à la Chambre des communes et au Sénat, du Secrétariat des conférences intergouvernementales canadiennes et du Comité de surveillance des activités de renseignements de sécurité. Ce fichier contient également les dossiers relatifs à l'habilitation au secret ou à l'évaluation de sécurité de certaines personnes nommées par décret ou susceptibles à l'être. Ces dossiers renferment des formulaires de renseignements personnels, des empreintes digitales, des casiers judiciaires, des fiches de séances d'information sur la sécurité, un résumé des enquêtes sur place du Service canadien du renseignement de sécurité (SCRS) et de la correspondance relative à l'habilitation au secret et à la délivrance de cartes d'identité. *But :* Ce fichier permet de conserver des renseignements permettant de déterminer la cote de sécurité d'un employé, de confirmer auprès d'autres ministères du gouvernement les renseignements relatifs aux cotes de sécurité, et de fournir des évaluations de sécurité sur certaines personnes nommées par décret ou susceptibles de l'être. Les dossiers sont détruits deux ans après la cessation d'emploi, sauf dans les cas où la cote est toujours valide. Dans ces derniers cas, les dossiers sont détruits à la date d'expiration de la cote. *No. APC :* 86-001 *Renvoi au dossier # :* PCO ADM 918 *Enregistrement (SCT) :* 002546 *Numéro de fichier :* BCP PPE 801

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion
Aide aux employés
Code régissant les conflits d'intérêts et l'après-mandat
Dossier personnel d'un employé
Dotation
Évaluation du rendement
Formation et perfectionnement
Griefs
Langues officielles
Mesures disciplinaires
Présences et congés
Primes d'encouragement
Programme d'équité en matière d'emploi
Rémunération et avantages
Sécurité et santé au travail
Stationnement
Voyages et réinstallations

Bureau de l'Inspecteur général du Service canadien du renseignement de sécurité

Chapitre 19

Les renseignements sur les employés du Bureau de l'Inspecteur général du Service canadien du renseignement de sécurité sont détenus par le ministère du Solliciteur général du Canada.

Bureau de la sécurité des transports du Canada

Chapitre 20

Fichiers particuliers

Profils des employés

Description : Ce fichier contient une photographie de la personne de même que des renseignements tels que son titre de poste, la direction et la division dont elle relève, son lieu de travail, son groupe professionnel et son niveau de classification; il contient également des données personnelles comme le niveau de scolarité, ses accréditations professionnelles, son expérience de travail, sa première langue officielle et les langues étrangères qu'elle maîtrise. Cette information est tirée du curriculum vitae de la personne en question et correspond à l'information fournie. Un profil d'employé est établi à partir de ces renseignements et mis à jour à tous les six mois afin de signaler une reclassification ou une promotion. On profite de cette mise à jour pour ajouter au fichier le nom de nouveaux employés du BST. *Catégorie de personnes :* Les personnes employées pour une période indéterminée et les nouveaux employés. *But :* Cette information est regroupée afin de mettre à la disposition de la haute direction et des agents de personnel une banque de renseignements personnels sur les employés. *Usages compatibles :* Le Bureau recueille des données aux fins de planification de la relève, révision de la compétence, connaissances linguistiques, répertoire des employés, rapports de gestion des ressources humaines et, étant donné que nous avons plusieurs bureaux régionaux, nous voulons tout bonnement pouvoir associer la physionomie d'un(e) employé(e) à son nom. De plus, le profil de l'employé(e) sert de temps à autre à identifier des candidats pour des affectations temporaires au sein du Bureau. *Normes de conservation et de destruction :* Les renseignements au sujet des employés actuels sont conservés par le BST pendant tout le temps où l'employé est à son emploi et ils sont par la suite détruits lorsque les banques de données sont mises à jour à chaque semestre. *Enregistrement (SCT) :* 002982 *Numéro de fichier :* BST PPE 805

Trophée Gerry-Saull

Description : Ce fichier contient de l'information sur les employés du BST dont le nom a été retenu en vue de l'attribution du trophée d'excellence ou de contribution exceptionnelle pour la promotion de la sécurité aérienne. *Catégorie de personnes :* Les employés du BST. *But :* Connaître le nom des employés mis en nomination pour le trophée. *Usages compatibles :* L'information contenue dans ce fichier permet de créer des précédents. *Normes de conservation et de destruction :* Les dossiers sont conservés pendant six années, après quoi ils sont confiés aux Archives nationales. *Enregistrement (SCT) :* 002983 *Numéro de fichier :* BST PPE 810

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Primes d'encouragement

destruction : Les dossiers sont conservés pendant une période de trois ans après l'expiration du permis, après quoi ils sont détruits. *Enregistrement (SCT) :* 002236 *Numéro de fichier :* BDC PPE 842

Tiers Saisis
Description : Ce fichier renferme les ordonnances de saisie de salaire et la correspondance s'y rapportant. *Catégorie de personnes :* Employés de la Banque du Canada. *But :* Ce fichier a pour but d'emmagasiner des renseignements concernant les ordonnances de saisie de salaire. Le numéro d'assurance sociale peut ou non être indiqué. Son utilisation est parfois autorisée par la Loi de l'impôt sur le revenu et de la Loi d'aide à l'exécution des ordonnances et des ententes familiales et le règlement afférent. *Usages compatibles :* Veiller à l'exécution des ordonnances de saisie de salaire. *Normes de conservation et de destruction :* Les dossiers sont conservés six ans à partir du moment où l'ordonnance de saisie de salaire n'est plus en vigueur, après quoi ils sont détruits. *Enregistrement (SCT) :* 000076 *Numéro de fichier :* BDC PPE 822

Vérifications de fiabilité et autorisations de sécurité
Description : Ce fichier renferme des numéros d'identification des employés, des fiches renfermant des empreintes digitales, les résultats des vérifications de casiers judiciaires de la Gendarmerie royale du Canada et (ou) des vérifications d'empreintes digitales, et des rapports de vérification de solvabilité; des formules de demande d'émission de carte d'accès. En outre, on y trouve des exemplaires remplis des questionnaires — Cote de sécurité du personnel et Évaluation de sécurité, les résumés d'enquêtes et de vérifications de dossiers effectuées par le Service canadien du renseignement de sécurité, des exemplaires remplis des formules de Demande d'enquête de sécurité sur le personnel et autorisation du gouvernement canadien, des comptes rendus des instructions données à l'employé concernant l'autorisation de sécurité attribuée à l'employé. Les avis de cote de sécurité peuvent être versés au dossier personnel de l'employé. *Catégorie de personnes :* Employés de la Banque du Canada; les contractuels, le personnel chargé d'effectuer des réparations et les travailleurs de la construction qui doivent avoir temporairement accès aux immeubles de la Banque. *But :* Ce fichier a pour but de consigner les renseignements concernant les vérifications de fiabilité, d'emmagasiner les renseignements qui ont trait à l'attribution de la cote de sécurité appropriée aux employés qui doivent, en raison de leurs fonctions, recevoir une autorisation de sécurité. *Usages compatibles :* Les documents servent à établir le degré de fiabilité d'une personne et à attribuer la cote de sécurité appropriée. Ils fournissent aussi les renseignements nécessaires à l'application des mesures de sécurité de la Banque. Le fichier sert aussi à étayer les décisions relatives aux vérifications de fiabilité et aux autorisations de sécurité ainsi qu'aux mutations, aux promotions, aux mesures disciplinaires et aux licenciements. *Normes de conservation et de destruction :* Les documents sont conservés pendant une période de deux ans après le départ de l'employé, puis détruits. Les documents concernant les contractuels sont conservés deux ans après la date de leur dernière utilisation à des fins administratives, puis détruits. Si la personne a un casier judiciaire, les renseignements relatifs à celui-ci sont immédiatement détruits sur réception d'un avis d'octroi de grâce. *Enregistrement (SCT) :* 002216 *Numéro de fichier :* BDC PPE 816

Voyages
Description : **Ce fichier contient des données sur les avances, les demandes de remboursement, les reçus, les dispositions prises en vue de voyages et les itinéraires ainsi que la correspondance relative aux déplacements des employés en service commandé.** *Catégorie de personnes :* **Employés de la Banque du Canada.** *But :* **Ce fichier a pour but d'emmagasiner des renseignements concernant les frais de déplacement des employés.** *Usages compatibles :* **Fournir des avances et approuver des demandes de remboursement des frais de déplacement des employés en service commandé.** *Normes de conservation et de destruction :* **Les dossiers sont conservés pendant une période de sept ans, après quoi ils sont détruits.** *Enregistrement (SCT) :* **000075** *Numéro de fichier :* **BDC PPE 841**

Bibliothèque nationale du Canada
Chapitre 18

Les fichiers concernant les employés de la Bibliothèque nationale sont les mêmes que ceux des Archives nationales du Canada (Chapitre 15).

le taux d'absentéisme. *Normes de conservation et de destruction :* Les dossiers sont conservés pendant trois ans, puis détruits. *Enregistrement (SCT) :* 002211 *Numéro de fichier :* BDC PPE 821

Programme d'équité en matière d'emploi
Description : Ce fichier contient des renseignements qui servent au programme d'équité en matière d'emploi de la Banque, notamment ceux indiqués dans les formules d'auto-identification des employés des quatre groupes désignés dans la Loi sur l'équité en matière d'emploi, à savoir les femmes, les autochtones, les personnes handicapées et les minorités visibles. Les données sont conservées sur micro-ordinateur. *Catégorie de personnes :* Employés réguliers à plein temps; employés réguliers à temps partiel; employés temporaires de la Banque du Canada. *But :* Les renseignements individuels ne seront utilisés qu'aux fins de la Loi sur l'équité en matière d'emploi, c'est-à-dire pour la conception et la mise en oeuvre des programmes ainsi que pour la préparation des rapports sommaires sur l'équité en matière d'emploi qui doivent être envoyés chaque année au ministre de l'Emploi et de l'Immigration. *Usages compatibles :* Ces données seront utilisées pour déterminer dans quelle mesure chacun des quatre groupes désignés jouit d'une représentation équitable dans chaque catégorie d'emploi et à tous les niveaux de responsabilité. Le numéro d'assurance sociale peut servir à relier les renseignements de ce fichier à ceux d'un autre fichier en vue d'établir des données statistiques sur les employés. *Normes de conservation et de destruction :* Les renseignements recueillis pour les besoins du programme d'équité en matière d'emploi, qui servent à la préparation du rapport annuel adressé au ministre de Développement des ressources humaines Canada sont conservés pendant une période de trois ans après la parution du rapport, puis détruits. Les questionnaires sur l'équité en matière d'emploi sont conservés pendant deux ans après le départ de l'employé, puis détruits. Les questionnaires d'employés en poste sont détruits dès réception de questionnaires plus récents. *Enregistrement (SCT) :* 001942 *Numéro de fichier :* BDC PPE 817

Réinstallations
Description : Ce fichier renferme les autorisations, les avances, les demandes de remboursement, les reçus, et le courrier concernant les réinstallations des employés. *Catégorie de personnes :* Employés de la Banque du Canada. *But :* Ce fichier a pour but d'emmagasiner des renseignements concernant les réinstallations des employés. *Usages compatibles :* Voir à faire approuver les questions de réinstallation ainsi que les avances et les demandes de remboursement. *Normes de conservation et de destruction :* Les dossiers sont conservés pendant une période de sept ans après la date de la dernière transaction, et sont ensuite détruits. *Enregistrement (SCT) :* 000074 *Numéro de fichier :* BDC PPE 840

Rémunération et avantages
Description : Ce fichier contient les certifications nécessaires pour la rémunération, les indemnités et les déductions qui présentent des renseignements relatifs au traitement et aux avantages pour chaque employé, y compris le numéro d'assurance sociale, ainsi que la correspondance connexe à l'administration de la paye et des avantages. Le fichier peut également comprendre des dispositions concernant les fonds relatifs à la saisie-arrêt et à la distraction. Le dossier relatif aux gains et à la pension de retraite sont joints au dossier personnel de chaque employé. Certains des renseignements ci-dessus ont été introduits dans un système automatisé pour lui permettre de calculer les traitements, les pensions et les retenues ou de corriger le dossier de l'employé tenu conjointement par le Service de la paye et le Service du personnel. *Catégorie de personnes :* Employés de la Banque du Canada. *But :* Ce fichier contient de la documentation sur l'administration de la rémunération et des avantages. L'utilisation du numéro d'assurance sociale est exigée en vertu de la Loi de l'impôt sur le revenu, Loi sur l'assurance-emploi. *Usages compatibles :* Ce fichier sert principalement à approuver le paiement des traitements et des indemnités ainsi que des retenues. Le numéro d'assurance sociale (NAS) est utilisé à des fins d'identification et pour s'assurer que l'administration de la paye et des avantage est uniforme. Il faut absolument inscrire le NAS dans ce fichier; toutefois, il peut y avoir des cas d'exception pour certains individus lorsque des circonstances spéciales se présentent. Le fichier sert aussi à la vérification et la conciliation des comptes relatifs à la paye (par exemple, la rémunération et l'admissibilité des employés) et à étayer le recouvrement des paiements effectués en trop et des dettes envers la Couronne et, le cas échéant, à permettre, conformément à la Loi sur la saisie-arrêt et la distraction de pension, de procéder à la saisie-arrêt et à la distraction des fonds. *Normes de conservation et de destruction :* Après le départ de l'employé, le dossier personnel est gardé jusqu'à ce que l'employé ait atteint l'âge de 70 ans ou jusqu'à deux ans après le décès de l'employé; après quoi le dossier est détruit, pourvu que deux ans se soient écoulés depuis la dernière utilisation, à des fins administratives, des renseignements en question. *Enregistrement (SCT) :* 002212 *Numéro de fichier :* BDC PPE 820

Stationnement
Description : Ce fichier renferme les demandes de permis et la correspondance concernant le stationnement de véhicules à moteur sur des propriétés publiques. Le fichier concernant la rémunération et les avantages renferme les dossiers relatifs aux déductions pour le paiement des frais de stationnement. *Catégorie de personnes :* Employés de la Banque du Canada. *But :* Ce fichier a pour fonction d'emmagasiner des renseignements relatifs à l'administration des privilèges accordés en matière de stationnement. *Usages compatibles :* Ce fichier sert à tenir un dossier des permis de stationnement. *Normes de conservation et de*

destruction : les renseignements sont conservés pendant une période de deux ans après la fin de l'affectation ou après leur dernière utilisation (aucune affectation). Certains renseignements sur les candidats sont informatisés et conservés à des fins de statistique pour une période de dix (10) ans. ***Enregistrement (SCT) :*** 003424 ***Numéro de fichier :*** BDC PPE 827

Griefs
Description : Ce fichier contient les griefs présentés par les employés; les accusés de réception et les réponses de la direction; les témoignages; les opinions juridiques; les rapports d'enquête et d'analyse; les descriptions de poste nécessaires lors de griefs portant sur la classification et toute la correspondance échangée au sujet des griefs. ***Catégorie de personnes :*** Employés de la Banque du Canada. ***But :*** On consigne dans ce fichier les renseignements utilisés lors de la procédure de règlement des griefs. ***Usages compatibles :*** Les renseignements contenus dans ce fichier sont utilisés exclusivement pour consigner et, le cas échéant, résoudre les griefs à tous les paliers de la procédure. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant une période de cinq ans après la date de règlement du grief, puis détruits. ***Enregistrement (SCT) :*** 002218 ***Numéro de fichier :*** BDC PPE 835

Harcèlement
Description : Ce fichier a pour fonction d'emmagasiner les lettres de plainte concernant des incidents relatifs au harcèlement; les dossiers des entrevues réalisées avec les plaignants et avec la personne qui a supposément fait le harcèlement; les dossiers des entrevues avec les témoins des incidents; les sommations aux enquêtes faites par la direction; les analyses des situations et les dossiers relatifs aux décisions prises au sujet d'incidents donnés. Ces renseignements doivent faire l'objet d'un dossier distinct et ne pas être placés dans le dossier personnel du plaignant. Lorsqu'à la suite d'une enquête, on convient qu'il est nécessaire de prendre une mesure disciplinaire, les renseignements seront aussi placés dans le fichier relatif aux mesures disciplinaires. ***Catégorie de personnes :*** Employés de la Banque du Canada. ***But :*** Ce fichier renferme les renseignements nécessaires qui permettent de traiter des plaintes relatives au harcèlement sur le lieu de travail. ***Usages compatibles :*** Ce fichier sert à déterminer s'il y a vraiment un cas de harcèlement et, dans l'affirmative, à déterminer les mesures appropriées qu'il faut prendre, y compris des mesures disciplinaires, afin de mettre fin à cette situation. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant une période de cinq ans après la dernière mesure administrative prise relativement à un cas donné, puis détruits. ***Enregistrement (SCT) :*** 002237 ***Numéro de fichier :*** BDC PPE 837

Langues officielles
Description : Ce fichier renferme des données personnelles de base utilisées à des fins d'identification, comme la principale langue officielle de l'employé et le numéro d'identification de l'employé; les niveaux de connaissance linguistique; les certificats de formation et la correspondance concernant les qualifications de l'employé en matière de langues officielles. ***Catégorie de personnes :*** Employés de la Banque du Canada. ***But :*** Ce fichier a pour but de fournir de la documentation relative à l'administration des politiques en matière de langues officielles relatives aux employés. ***Usages compatibles :*** Ce fichier sert principalement à justifier les besoins en formation linguistique et les réalisations des employés. Il permet aussi de déterminer le statut linguistique de l'employé et de vérifier l'administration des programmes relatifs aux langues officielles. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant deux ans après le départ de l'employé, puis détruits. ***Enregistrement (SCT) :*** 002214 ***Numéro de fichier :*** BDC PPE 826

Mesures disciplinaires
Description : Ce fichier contient des avis de mesures disciplinaires et la correspondance échangée au sujet de l'inconduite d'un employé; les témoignages; les opinions juridiques; les enquêtes relatives à des cas d'inconduite possible et le rapport d'analyse qui résulte de ces enquêtes. Il est important de signaler que les avis de mesures disciplinaires peuvent être joints au dossier personnel de l'employé. ***Catégorie de personnes :*** Employés de la Banque du Canada. ***But :*** Ce fichier sert à conserver les renseignements utilisés lorsque des mesures disciplinaires sont prises. ***Usages compatibles :*** Ce fichier sert aussi à déterminer s'il y a lieu de prendre des mesures disciplinaires et à déterminer la nature de celles-ci; il sert à étayer les décisions relatives à la rémunération et aux avantages; aux présences et aux congés; aux mutations, aux rétrogradations et à la fin d'emploi. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pour une période de cinq ans suivant la date à laquelle la mesure disciplinaire a été prise, puis détruits. ***Enregistrement (SCT) :*** 002219 ***Numéro de fichier :*** BDC PPE 836

Présences et congés
Description : Ce fichier renferme des formules d'introduction de données relatives aux absences et des sommaires qui renferment le numéro d'identification de l'employé, les demandes de congé ainsi que la correspondance connexe aux présences et aux congés. Le relevé annuel des congés et des présences est annexé au dossier personnel d'un employé. Certains renseignements relatifs aux congés et aux présences sont présentés sous forme de modules automatisés enregistrés dans des bases de données sur le personnel de l'institution (systèmes présence/temps, congés et absences). ***Catégorie de personnes :*** Employés de la Banque du Canada. ***But :*** Ce fichier a pour but d'étayer l'administration des congés et des présences des employés. ***Usages compatibles :*** Ce fichier sert à étayer les décisions relatives à la rémunération et aux avantages notamment en ce qui a trait aux congés et à la fin d'emploi; déterminer quelle est l'utilisation des congés et

Catégorie de personnes : Employés de la Banque du Canada. *But :* Ce fichier contient le dossier de toutes les périodes d'emploi d'une personne et est conservé afin de faciliter l'administration du personnel. Les renseignements contenus dans les dossiers d'un employé peuvent être utilisés aux fins suivantes : prendre des décisions ayant trait à la dotation; aux présences et aux congés; à la rémunération et aux avantages; à la formation et au développement; à l'hygiène et à la sécurité professionnelles; aux langues officielles; à la discipline; au niveau de sécurité; lorsque les renseignements contenus dans un domaine peuvent avoir une incidence sur une décision prise dans un autre domaine. Et ce qui a trait aux cas susmentionnés, le fichier peut contenir des renseignements présentés de manière succincte reliés à d'autres renseignements plus détaillés contenus dans d'autres banques. Ces renseignements peuvent être utilisés, en autant que ce soit d'une manière conforme aux usages prévus, afin de faire en sorte que les mesures prises en matière de personnel soient coordonnées dans le meilleur intérêt de l'employé et de l'employeur. *Usages compatibles :* Ce fichier sert principalement à fournir de la documentation et donner des autorisations pour les nominations, les mutations, les promotions, les rétrogradations, la fin de l'emploi et les pensions de retraite. Il sert aussi à identifier les décisions relatives à la dotation, aux présences et aux congés; à la rémunération et aux avantages; à la formation et au perfectionnement; à l'hygiène et à la sécurité professionnelles; aux langues officielles; à la discipline; aux autorisations sécuritaires ainsi qu'à la vérification des références professionnelles. *Normes de conservation et de destruction :* Après le départ de l'employé, le dossier personnel est gardé jusqu'à ce que l'employé ait atteint l'âge de 70 ans ou jusqu'à deux ans après le décès de l'employé; après quoi le dossier est détruit, pourvu que deux ans se soient écoulés depuis la dernière utilisation à des fins administratives des renseignements en question. Les évaluations de rendement sont conservées au dossier de l'employé pendant une période de cinq ans, puis détruites. *Enregistrement (SCT) :* 002210 *Numéro de fichier :* BDC PPE 810

Dotation

Description : Ce fichier contient les affiches de concours : celles-ci décrivent les postes à combler, les échelles de salaire et les profils de sélection. Il contient les demandes de mutation, les imprimés relatifs au répertoire des ressources humaines, les demandes d'emploi des candidats, les listes de candidats, les notes d'entrevue et les résultats de tests, les offres d'emploi, les avis destinés aux candidats, la correspondance relative à la dotation faite par divers moyens, y compris par voie de concours et à l'aide du répertoire des ressources humaines. On trouve dans les dossiers du fichier une grande variété de renseignements personnels qui peuvent comprendre les niveaux d'étude et le numéro d'identification de l'employé. On peut également trouver des avis relatifs à des décisions de dotation dans le dossier personnel d'un employé. *Catégorie de personnes :* Employés de la Banque du Canada. *But :* Ce fichier contient des renseignements qui peuvent être utilisés pour la dotation de postes. *Usages compatibles :* Ces données servent à sélectionner des candidats et à pourvoir des postes. *Normes de conservation et de destruction :* Les demandes de dotation sont conservées pendant une période de trois ans après l'année durant laquelle elles ont été reçues, puis détruites. *Enregistrement (SCT) :* 002013 *Numéro de fichier :* BDC PPE 815

Formation et perfectionnement

Description : Ce fichier comprend notamment les renseignements personnels et documents suivants : sexe de l'employé; langue choisie pour la formation; formules de demande et évaluations; numéro d'identification de l'employé; résultats des examens et certificats; relevés de paiement des frais; correspondance relative à la participation des employés à des cours de formation et de perfectionnement parrainés par la Banque du Canada ou par des organisations privées. Il convient de signaler que les dossiers relatifs à la participation et aux réalisations sont joints aux dossiers personnels des employés. Les renseignements se rapportant aux besoins de perfectionnement sont consignés sur la formule d'évaluation du rendement annexée aux dossiers personnels des employés. *Catégorie de personnes :* Employés de la Banque du Canada. *But :* Ce fichier a pour but de fournir de la documentation pour l'administration des programmes de formation et de perfectionnement. *Usages compatibles :* Ce fichier sert à approuver la participation des employés à des cours de formation et de perfectionnement et il sert également à les inscrire et à confirmer leurs réalisations. *Normes de conservation et de destruction :* Les dossiers sont conservés pendant une période de cinq ans, après quoi ils sont détruits. *Enregistrement (SCT) :* 002213 *Numéro de fichier :* BDC PPE 825

Formation et perfectionnement — Programme de perfectionnement par affectations (P.P.A.)

Description : ce fichier contient les curriculum vitae et les profils des employés, les sommaires des exercices de planification de carrière, les renseignements fournis durant les entrevues, les résultats de présentations, les précisions sur l'affectation au P.P.A., les formules de demande d'affectation, les ententes concernant l'affectation, les formules d'évaluation du rendement d'un participant au P.P.A. et la correspondance générale. *Catégorie de personnes :* les employés de la Banque du Canada qui ont été choisis pour des affectations éventuelles dans leur département ou dans d'autres départements de la Banque. *But :* ce fichier sert à tenir à jour une banque de données sur les employés sélectionnés pour des affectations à la Banque et à appuyer l'administration du programme. *Usages compatibles :* les renseignements obtenus permettent de repérer les employés susceptibles d'occuper les postes à combler par affectation à la Banque. Ils sont aussi utilisés à des fins de statistique, d'administration et de planification de carrière. *Normes de conservation et de*

Banque du Canada

Chapitre 17

Fichiers particuliers

Accidents de travail

Description : Ce fichier comprend les rapports relatifs aux accidents et aux lésions ou maladies qui découlent des conditions de travail, les demandes d'indemnisation et la correspondance connexe, notamment les dossiers sur les premiers soins administrés. En outre, des sommaires des rapports d'accident sont produits sur micro-ordinateur. *Catégorie de personnes :* Employés de la Banque du Canada. *But :* Ce fichier a pour but de consigner les dossiers relatifs aux lésions et aux maladies qui découlent des conditions de travail ou qui sont aggravées par celles-ci et aux incapacités qui surviennent subséquemment; et fournir la documentation nécessaire à l'administration des programmes de sécurité et de santé au travail au sein de la Banque du Canada. *Usages compatibles :* Ce fichier sert à tenir des dossiers à des fins de prévention des accidents et de protection de la santé. Des données y sont consignées concernant la sécurité et la santé au travail ainsi que les causes d'accidents ou de blessures. Ce fichier sert à assurer une indemnisation adéquate aux employés victimes d'accidents ou blessés au travail. *Normes de conservation et de destruction :* Les dossiers se rapportant aux premiers soins sont conservés pendant une période de deux ans; les dossiers relatifs aux maladies ou aux lésions de travail, ou aux accidents de travail, sont conservés pendant 20 ans. *Enregistrement (SCT) :* 002217 *Numéro de fichier :* BDC PPE 831

Cartes d'accès

Description : Ce fichier renferme les renseignements consignés sur les formules d'autorisation d'émission de carte d'accès, les noms, les vidéophotographies, les cotes de sécurité, le statut professionnel et les numéros d'identification des employés nécessaires à l'émission de cartes d'accès, ces renseignements étant utilisés aux fins d'identification des personnes autorisées à se trouver dans les immeubles de la Banque. *Catégorie de personnes :* Les employés et les retraités de la Banque du Canada, les entrepreneurs et les locataires. *But :* Ce fichier sert à tenir à jour une banque de données concernant l'émission des cartes d'accès. *Usages compatibles :* Ce fichier sert à l'émission et au contrôle des cartes d'accès. *Normes de conservation et de destruction :* Ces dossiers sont conservés pendant une période de deux ans après le départ de l'employé ou deux ans après leur dernière utilisation à des fins administratives, puis détruits. *Enregistrement (SCT) :* 003289 *Numéro de fichier :* BDC PPE 818

Dossier de santé des employés

Description : Ce fichier renferme les dossiers des examens de santé ainsi que tous les renseignements médicaux personnels, dont les documents concernant l'aide fournie aux employés éprouvant des problèmes particuliers. Des exemplaires des rapports relatifs à l'indemnisation des accidents de travail sont aussi versés à ce fichier. *Catégorie de personnes :* Employés de la Banque du Canada. *But :* Ce fichier a pour but de consigner les dossiers médicaux des employés et de fournir la documentation nécessaire à l'administration des programmes de santé au travail et de certains régimes d'avantages sociaux. *Normes de conservation et de destruction :* Les dossiers sont conservés pendant les 20 années qui suivent le départ de l'employé ou la date de la dernière inscription au dossier, si celle-ci est ultérieure à la date du départ. Certains dossiers relatifs à des substances désignées ou à des examens spécifiques, p. ex. des audiogrammes, sont conservés 20 ans de plus. *Enregistrement (SCT) :* 002215 *Numéro de fichier :* BDC PPE 830

Dossier personnel d'un employé

Description : Ce fichier renferme des renseignements concernant les caractéristiques personnelles, y compris l'âge et le sexe; le numéro d'identification de l'employé; l'adresse du domicile; la citoyenneté; les études (diplômes, certificats et bulletins); les emplois antérieurs détenus; le curriculum vitae et les références; l'emplacement géographique et la situation dans l'organisation; les nominations, les mutations, les promotions et les démotions; les périodes d'emploi, y compris les périodes de stage, la durée de l'emploi; les évaluations du rendement; la classification, y compris les numéros de poste, les groupes, les niveaux, les titres et les traitements; les pensions et les assurances, y compris les noms des bénéficiaires. On peut également y trouver, le cas échéant, des renseignements concernant le service militaire, y compris les périodes et les domaines de service; la fin de l'emploi, y compris les certificats et les raisons qui ont mené au départ de l'employé. Le dossier individuel d'un employé peut comprendre des résumés de décisions concernant la dotation; les présences et les congés; la rémunération et les avantages; la formation et le perfectionnement; les décisions concernant les indemnités et l'aptitude au travail; les langues officielles; la discipline; et les autorisations sécuritaires. On trouve toutefois la principale série de renseignements concernant ces sujets dans les autres fichiers particuliers décrits dans ce chapitre. Il est possible que le dossier individuel de l'employé ne comprenne pas les renseignements personnels utilisés pour prendre des décisions dans les domaines susmentionnés. Parmi ces renseignements, certains sont introduits dans un système informatisé afin de permettre la préparation de rapports sur des sujets tels que la formation, la dotation effectuée au moyen du répertoire des ressources humaines, les présences et les congés ainsi que d'autres rapports connexes au besoin.

système informatique sert à contrôler le processus entourant les suggestions ainsi que la remise des récompenses, le cas échéant. *Normes de conservation et de destruction :* Les dossiers restent actifs pendant une période de deux ans. Si, au bout de deux ans, on n'a pas donné suite à la suggestion, le dossier devient inactif. Les registres sont alors conservés pendant une période additionnelle de trois ans avant d'être détruits. *Enregistrement (SCT) :* 003922 *Numéro de fichier :* BDBC PPE 815

Rémunération et avantages
Description : Ce fichier contient les certifications nécessaires pour la rémunération, les indemnités et les déductions et présente des renseignements au sujet du traitement et des avantages pour chaque employé y compris le numéro d'assurance sociale, ainsi que la correspondance connexe à l'administration de la paye et des avantages. Le fichier peut également comprendre des dispositions concernant les fonds relatifs à la saisie-arrêt et la distraction. Le dossier touchant les gains et la pension de retraite est joint au dossier personnel de chaque employé. *Catégorie de personnes :* Employés de la BDC. *But :* Ce fichier contient de la documentation sur l'administration de la rémunération et des avantages au sein de la BDC. Il sert également à approuver le paiement des traitements et des indemnités ainsi que les retenues. Le numéro d'assurance sociale est utilisé à des fins d'identification et afin d'assurer que l'administration de la paye et des avantages soit uniforme. Il faut inscrire le numéro d'assurance sociale; toutefois, il peut y avoir des cas d'exception lorsqu'il y a des circonstances spéciales. *Usages compatibles :* Permettre la vérification et la conciliation des comptes relatifs à la paye (par exemple, la rémunération et l'admissibilité des employés) et étayer le recouvrement des trop-payés et des dettes envers la Couronne et, le cas échéant, permettre, conformément aux lois applicables. *Normes de conservation et de destruction :* Les dossiers sont conservés par la BDC pour toute la durée de l'emploi, plus un an. Les dossiers sont ensuite fusionnés avec le dossier personnel de l'employé correspondant et transférés aux Archives nationales du Canada et suivent les normes de conservation et de destruction du fichier ordinaire dossier personnel d'un employé. Cette règle, toutefois, ne s'applique plus dans les cas de règlement des questions de paiement excédentaire, de perception des dettes dues à la Couronne, de mise en vigueur des mesures relatives à la saisie-arrêt et à la distraction de fonds. Dans ces cas les dossiers sont conservés jusqu'à ce que les questions de paiement excédentaire soient réglées, que la dette soit recouvrée ou que les mesures concernant la saisie-arrêt et la distraction ne soient plus en vigueur. *Enregistrement (SCT) :* 003751 *Numéro de fichier :* BDDC PPE 810

Sondage sur l'équité en matière d'emploi
Description : Ce fichier contient des renseignements basés sur l'auto-identification et reliés au sexe, à la race, à l'origine ethnique, et aux déficiences. Il contient également des données sur la formation académique, l'expérience de travail antérieure, les aspirations de carrière, ainsi que la formation et le développement des employés. *Catégorie de personnes :* Employés permanents à temps plein; employés permanents à temps partiel; employés temporaires. *But :* Les renseignements sont utilisés dans l'implantation d'un programme d'équité en matière d'emploi ainsi que dans la rédaction de rapports à Développement des ressources humaines, Canada sur l'analyse des effectifs. Ces données sont recueillies afin d'obtenir une vue d'ensemble sur les employés par groupes désignés (i.e. femmes, autochtones, personnes handicapées et minorités visibles). *Usages compatibles :* Les renseignements recueillis sont utilisés dans le cadre du Programme d'équité en matière d'emploi afin de déterminer et d'éliminer la discrimination systémique et d'introduire des mesures spéciales (i.e. formation, aménagements) permettant aux personnes dans des groupes désignés d'être représentées d'une manière équitable. Les renseignements peuvent également être utilisés à l'élaboration et à la mise en place de politiques connexes à l'équité en matière d'emploi. *Normes de conservation et de destruction :* Ces documents seront conservés au moins durant les cinq années qui suivent celle à l'égard de laquelle un rapport est fait. *Enregistrement (SCT) :* 003752 *Numéro de fichier :* BDDC PPE 801

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Harcèlement

Langues officielles

Présences et congés

Sécurité et santé au travail

Voyages et réinstallations

No. APC : 85-012 *Renvoi au dossier # :* APC CDP 170 *Enregistrement (SCT) :* 000563 *Numéro de fichier :* APC PPE 811

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Primes d'encouragement

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Vérification de la fiabilité

Voyages et réinstallations

Banque de développement du Canada

Chapitre 16

Fichiers particuliers

Mesures disciplinaires

Description : Ce fichier renferme les avis de mesures disciplinaires et la correspondance relative aux inconduites des employés, les déclarations des témoins, les opinions juridiques, les enquêtes sur les inconduites présumées ainsi que les rapports d'analyse issus de ces enquêtes. Il est important de signaler que les avis de mesures disciplinaires peuvent être joints au dossier personnel de l'employé. *Catégorie de personnes :* Employés de la BDC. *But :* Ce fichier sert à consigner les renseignements servant à établir les mesures disciplinaires. *Usages compatibles :* Déterminer la nécessité d'un recours à des mesures disciplinaires ainsi que la nature desdites mesures et étayer les décisions relatives à la rémunération et aux avantages sociaux, aux présences et aux congés, aux mutations, aux rétrogradations et aux cessations d'emploi. *Normes de conservation et de destruction :* Certaines parties sont conservées pendant six ans avant d'être détruites. D'autres parties peuvent être transférées au «Dossier personnel d'un employé», auquel cas les périodes de conservation applicables à ce fichier sont respectées. *Enregistrement (SCT) :* 003923 *Numéro de fichier :* BDBC PPE 820

Programme d'aide aux employés

Description : Ce fichier contient des renseignements concernant un service-conseil volontaire et confidentiel offert aux employés de la BDC et à leurs personnes à charge. Les employés et leurs personnes à charge ayant besoin de conseils doivent communiquer directement avec le consultant. Les services du consultant ont été retenus par la BDC afin qu'il offre le Programme d'aide aux employés au groupe mentionné précédemment. Les documents concernant la consultation sont conservés par le consultant et ne sont pas remis à la BDC afin de maintenir le caractère confidentiel du programme. *Catégorie de personnes :* Les employés de la BDC et leurs personnes à charge. *But :* L'information est utilisée par le consultant pour assurer la suite des services rendus aux employés de la BDC et leurs personnes à charge de façon à assurer la confidentialité des personnes ayant demandé des renseignements. *Normes de conservation et de destruction :* Le consultant conserve les renseignements jusqu'à la fin du contrat. *Enregistrement (SCT) :* 003748 *Numéro de fichier :* BDDC PPE 805

Programme de récompenses

Description : Ce fichier contient des renseignements sur les employés qui ont mérité ou pourraient mériter une récompense dans le cadre des programmes de suggestions de la Banque. Les données comprennent notamment le nom et le titre de l'employé ainsi que le numéro de la suggestion, ce sur quoi elle porte, si elle a été mise en œuvre ou si elle a valu une récompense à son auteur. *Catégorie de personnes :* Employés de la BDC qui ont présenté une suggestion en vertu du programme. *But :* Ce fichier vise à identifier les employés qui ont formulé des suggestions et à consigner l'évaluation qui en a été faite. *Usages compatibles :* Le

Évaluations du rendement — Seconde Guerre mondiale, Contingent spécial, Forces de réserve et Forces régulières
Description : Ce fichier contient des renseignements sur le rendement du personnel militaire et peut inclure des rapports d'appréciation du rendement, des dossiers personnels confidentiels, les dossiers de carrière des officiers, des rapports de cours, etc. Les personnes qui désirent consulter ces dossiers doivent indiquer leurs prénoms et nom de famille au complet, leur date de naissance, leur numéro matricule et la durée du service. *Catégorie de personnes :* Le personnel militaire de la Seconde Guerre mondiale, le personnel du Contingent spécial ayant participé aux opérations des Nations Unies en Corée, le personnel des Forces de réserve, le personnel des Forces régulières et celui de la Force de réserve classe C. *But :* Ce fichier sert à étayer les décisions sur les affectations, les promotions ou démotions, la discipline, la rétention dans les Forces, la libération, et d'autres décisions administratives. *Normes de conservation et de destruction :* Ces dossiers sont gardés jusqu'à ce que le sujet ait atteint l'âge de 90 ans, exception faite des dossiers du personnel des Forces de réserve qui sont gardés pour 70 ans suivant la date de naissance de l'individu en cause. Après cette période, les dossiers du personnel de la Seconde Guerre mondiale et du Contingent spécial sont conservés aux Archives nationales à des fins archivistiques. Les dossiers de ceux qui ont servi dans les Forces régulières, la Force de réserve classe C et les Forces de réserve sont habituellement détruits à l'expiration de leur période normale de rétention. Cependant, une partie de ces dossiers sera conservée aux Archives nationales si on juge qu'ils ont une valeur archivistique. *No. APC :* 85-012 *Renvoi au dossier # :* APC CDP 170 *Enregistrement (SCT) :* 000572 *Numéro de fichier :* APC PPE 820

Feuilles de solde de la Réserve de l'Armée canadienne
Description : Ce fichier contient des informations d'ordre financier sur la solde du militaire. On y trouve le nom, le numéro matricule, l'admissibilité à la solde, l'unité avec lequel il a servi et la durée du service. Les personnes qui désirent consulter ces dossiers doivent indiquer leur prénoms et nom de famille au complet, leur numéro matricule, le nom de l'unité et la durée du service. *Catégorie de personnes :* Le personnel de la Réserve de l'Armée canadienne dont le service a débuté à partir de 1948. *But :* Ce fichier sert à vérifier l'état de solde en vue de régler les réclamations et à fournir à l'individu une attestation de service. *Normes de conservation et de destruction :* Ces dossiers sont gardés pour 54 ans à partir de la date de leur compilation et après cette période, ils seront conservés aux Archives nationales à des fins archivistiques. *No. APC :* 85-012 *Renvoi au dossier # :* APC CDP 170 *Enregistrement (SCT) :* 000567 *Numéro de fichier :* APC PPE 815

Forces armées de Terre-Neuve — Seconde Guerre mondiale
Description : Ce fichier contient des renseignements personnels et militaires qui pourraient inclure, outre le nom au complet et le numéro matricule, la durée du service, les unités avec lesquels ils ont servi, etc. Les personnes qui désirent consulter ces dossiers doivent indiquer leurs prénoms et nom de famille au complet et leur numéro matricule. *Catégorie de personnes :* Le personnel qui a servi avec les Forces armées de Terre-Neuve entre 1939 et 1946. *But :* Ce fichier sert à vérifier la durée du service de ceux qui ont servi avec les Forces armées de Terre-Neuve et à résoudre les réclamations de pension. *Normes de conservation et de destruction :* Ces dossiers sont gardés jusqu'à ce que le sujet ait atteint l'âge de 90 ans et après cette période, ils seront conservés aux Archives nationales à des fins archivistiques. *No. APC :* 85-012 *Renvoi au dossier # :* APC CDP 170 *Enregistrement (SCT) :* 000565 *Numéro de fichier :* APC PPE 813

Marine royale canadienne (MRC) — dossiers sur la solde — Seconde Guerre mondiale
Description : Ce fichier contient des informations d'ordre financier sur la solde du militaire. On y trouve, outre le nom et le numéro matricule, l'admissibilité à la solde, le nom des navires sur lesquels il a servi et durée du service. Les personnes qui désirent consulter ces dossiers doivent indiquer leurs prénoms et nom de famille au complet, leur numéro matricule et le nom des navires sur lesquels elles ont servi. *Catégorie de personnes :* Le personnel de la Marine royale canadienne qui a servi durant la Seconde Guerre mondiale. *But :* Ce fichier sert à vérifier les dossiers sur la paie et à régler les réclamations à cet égard. *Normes de conservation et de destruction :* Ces dossiers sont gardés pour 54 ans à partir de la date de leur compilation et après cette période, ils seront conservés aux Archives nationales à des fins archivistiques. *No. APC :* 85-012 *Renvoi au dossier # :* APC CDP 170 *Enregistrement (SCT) :* 000564 *Numéro de fichier :* APC PPE 812

Recrues inscrites au programme d'entraînement de 30 jours — Seconde Guerre mondiale
Description : Ce fichier contient des renseignements personnels et militaires tels que le nom, le numéro matricule, l'unité, la durée et l'emplacement du service, la catégorie médicale, etc. Les personnes qui désirent consulter ces dossiers doivent indiquer leurs prénoms et nom de famille au complet, leur numéro matricule et leur date de naissance. *Catégorie de personnes :* Les recrues qui ont reçu un entraînement spécial de 30 jours sous la Loi de mobilisation des ressources nationales de 1940. *But :* Ce fichier sert à vérifier l'admissibilité aux pensions et autres avantages sociaux et à fournir à l'individu une attestation de service. *Normes de conservation et de destruction :* Ces dossiers sont gardés jusqu'à ce que le sujet ait atteint l'âge de 90 ans. Après cette période, une partie de ces dossiers sera conservée aux Archives nationales à des fins archivistiques et le reste sera détruit.

conservation et de destruction : Ces dossiers sont gardés jusqu'à ce que le sujet ait atteint l'âge de 90 ans et après cette période, ils seront conservés aux Archives nationales à des fins archivistiques. *No. APC :* 85-012 *Renvoi au dossier # :* APC CDP 170 *Enregistrement (SCT) :* 000562 *Numéro de fichier :* APC PPE 810

Dossiers dentaires — Seconde Guerre mondiale, Contingent spécial, Force de réserve et troupes régulières des Forces armées canadiennes
Description : Ce fichier contient des fiches dentaires, des commentaires, des avis, des informations sur des examens et des tests dentaires spéciaux, etc. Les personnes qui désirent consulter ces dossiers doivent indiquer leurs prénoms et nom de famille au complet, leur date de naissance, leur numéro de matricule et la durée du service. *Catégorie de personnes :* Le personnel militaire ayant servi durant la Seconde Guerre mondiale, le personnel du Contingent spécial qui a participé aux opérations des Nations Unies en Corée, le personnel des Forces de réserve, le personnel des troupes régulières et ceux de la Force de réserve classe C. *But :* Ce fichier sert à authentifier les données sur les états de service de façon à étayer les décisions relatives au droit à la pension et à d'autres avantages, et à traiter les réclamations relatives à la pension. Ces renseignements peuvent aussi être utilisés à des fins d'identification médico-légale. *Normes de conservation et de destruction :* Ces dossiers sont gardés jusqu'à ce que le sujet ait atteint l'âge de 90 ans, exception faite des dossiers du personnel des Forces de réserve qui sont gardés pour 70 ans suivant la date de naissance de l'individu en cause. Après cette période, les dossiers du personnel de la Seconde Guerre mondiale et du Contingent spécial sont conservés aux Archives nationales du Canada à des fins archivistiques. Les dossiers de ceux qui ont servi dans les Forces régulières, la Force de réserve classe C et les Forces de réserve sont habituellement détruits à l'expiration de leur période normale de rétention. Cependant, une partie de ces dossiers sera conservée aux Archives nationales si on juge qu'ils ont une valeur archivistique. *No. APC :* 85-012 *Renvoi au dossier # :* APC CDP 170 *Enregistrement (SCT) :* 001943 *Numéro de fichier :* APC PPE 821

Dossiers médicaux — Seconde Guerre mondiale, Contingent spécial, Force de réserve et troupes régulières des Forces armées canadiennes
Description : Ce fichier contient des fiches médicales, des rapports d'examen spéciaux, des rapports médicaux journaliers, des observations et diagnostiques, etc. Les personnes qui désirent consulter ces dossiers doivent indiquer leurs prénoms et nom de famille au complet, leur date de naissance, leur numéro matricule et la durée du service. *Catégorie de personnes :* Le personnel militaire de la Seconde Guerre mondiale, le personnel du Contingent spécial ayant participé aux opérations des Nations Unies en Corée, le personnel des Forces de réserve le personnel des Forces régulières et celui de la Force de réserve classe C. *But :* Ce fichier sert à authentifier les données sur les états de service de façon à étayer les décisions relatives au droit à la pension et à d'autres avantages, à supporter les décisions d'ordre médical et à traiter les réclamations relatives à la pension. *Normes de conservation et de destruction :* Ces dossiers sont gardés jusqu'à ce que le sujet ait atteint l'âge de 90 ans, exception faite des dossiers du personnel des Forces de réserve qui sont gardés pour 70 ans suivant la date de naissance de l'individu en cause. Après cette période, les dossiers du personnel de la Seconde guerre mondiale et du Contingent spécial sont conservés aux Archives nationales à des fins archivistiques. Les dossiers de ceux qui ont servi dans les Forces régulières, la Force de réserve classe C et les Forces de réserve sont habituellement détruits à l'expiration de leur période normale de rétention. Cependant, une partie de ces dossiers sera conservée aux Archives nationales si on juge qu'ils ont une valeur archivistique. *No. APC :* 85-012 *Renvoi au dossier # :* APC CDP 170 *Enregistrement (SCT) :* 000569 *Numéro de fichier :* APC PPE 817

Dossiers personnels sur microfiches — Forces régulières et Forces de réserve (Classe C)
Description : Ce fichier contient, sous forme de microfiche, des copies de correspondance et des documents relatifs à la carrière militaire de l'individu. Les personnes qui désirent consulter ces dossiers doivent indiquer leurs prénoms et nom de famille au complet, leur date de naissance, leur numéro matricule et la durée du service. *Catégorie de personnes :* Certains membres des Forces régulières et des Forces de réserves de classe C. *But :* Ce fichier sert à étayer les décisions relatives au droit à la pension et à d'autres avantages. *Normes de conservation et de destruction :* Ces dossiers sont gardés jusqu'à ce que le sujet ait atteint l'âge de 90 ans. Après cette période, une partie de ces dossiers sera conservée aux Archives nationales à des fins archivistiques et le reste sera détruit. *No. APC :* 85-012 *Renvoi au dossier # :* APC CDP 170 *Enregistrement (SCT) :* 000570 *Numéro de fichier :* APC PPE 818

État de solde des membres de la Force de réserve de l'Armée (1920-1949)
Description : Ce fichier contient des informations d'ordre financier sur la solde du militaire. On y trouve le nom de l'individu, le numéro matricule, l'admissibilité à la solde et la durée du service. Les personnes qui désirent consulter ces dossiers doivent indiquer leurs prénoms et nom de famille au complet, leur numéro matricule, le nom de l'unité et la durée du service. *Catégorie de personnes :* Le personnel de la Réserve de l'Armée canadienne. *But :* Ce fichier sert à vérifier l'état de solde, régler les réclamations de pension de retraite avec le ministère des Approvisionnements et Services et peut- être aussi à racheter les années de service. *Normes de conservation et de destruction :* Ces dossiers sont gardés pour 54 ans à partir de la date de leur compilation et après cette période, ils seront conservés aux Archives nationales à des fins archivistiques. *No. APC :* 85-012 *Renvoi au dossier # :* APC CDP 170 *Enregistrement (SCT) :* 000559 *Numéro de fichier :* APC PPE 807

promotions et affectations, des fiches médicales, des cessations de service, etc. Les personnes qui désirent consulter ces dossiers doivent indiquer leurs prénoms et nom de famille au complet, leur date de naissance, leur numéro matricule, le nom de l'unité et la durée du service. *Catégorie de personnes :* Le personnel militaire qui a servi avec les Forces canadiennes durant la Première Guerre mondiale. *But :* Ce fichier sert à authentifier les données du service afin d'étayer les décisions relatives au droit à la pension et autres bénéfices et pour fournir au requérant une attestation de service. *Normes de conservation et de destruction :* Ces dossiers sont gardés jusqu'à ce que le sujet ait atteint l'âge de 90 ans et après cette période, ils seront conservés aux Archives nationales à des fins archivistiques. *No. APC :* 85-012 *Renvoi au dossier # :* APC CDP 170 *Enregistrement (SCT) :* 000566 *Numéro de fichier :* APC PPE 814

Banque de données sur le personnel militaire des unités — Seconde Guerre mondiale, Contingent spécial, Force de réserve et Force régulière
Description : Ce fichier contient les certificats d'enrôlement, des renseignements sur les promotions et les affectations, les états de solde, l'emplacement et la durée du service, des renseignements généraux sur l'emploi, des certificats de cessation de service, etc. Les personnes qui désirent consulter ces dossiers doivent indiquer leurs prénoms et nom de famille au complet, leur date de naissance, leur numéro matricule et la durée du service. *Catégorie de personnes :* Le personnel militaire de la Seconde Guerre mondiale, le personnel du Contingent spécial ayant participé aux opérations des Nations Unies en Corée, le personnel des Forces de réserve, le personnel des Forces régulières et celui de la Force de réserve classe C. *But :* Ce fichier sert à authentifier les données sur les états de service afin d'étayer les décisions relatives au droit à la pension et à d'autres avantages, à supporter des décisions d'ordre médical, traiter les réclamations relatives à la pension et fournir au requérant une attestation du service. *Normes de conservation et de destruction :* Ces dossiers sont gardés jusqu'à ce que le sujet ait atteint l'âge de 90 ans, exception faite des dossiers du personnel des Forces de réserve qui sont gardés pour 70 ans suivant la date de naissance de l'individu en cause. Après cette période, les dossiers du personnel de la Seconde guerre mondiale et du Contingent spécial sont conservés aux Archives nationales à des fins archivistiques. Les dossiers de ceux qui ont servi dans les Forces régulières, la Force de réserve classe C et les Forces de réserve sont habituellement détruits à l'expiration de leur période normale de rétention. Cependant, une partie de ces dossiers sera conservée aux Archives nationales si on juge qu'ils ont une valeur archivistique. *No. APC :* 85-012 *Renvoi au dossier # :* APC CDP 170 *Enregistrement (SCT) :* 000568 *Numéro de fichier :* APC PPE 816

Banque de données sur les pensions — Force régulière
Description : Ce fichier contient des informations sur le versement à un régime de pension de retraite et sur les bénéfices de ce régime. Les personnes qui désirent consulter ces dossiers doivent indiquer leur prénoms et nom de famille au complet, leur date de naissance, leur numéro matricule et la durée du service. *Catégorie de personnes :* Le personnel des Forces canadiennes qui a souscrit à un régime de pension de retraite. *But :* Ce fichier sert à supporter les décisions relatives au droit à la pension. *Normes de conservation et de destruction :* Ces dossiers sont gardés jusqu'à ce que le sujet ait atteint l'âge de 90 ans. Après cette période, une partie de ces dossiers sera conservée aux Archives nationales à des fins archivistiques et le reste sera détruit. *No. APC :* 85-012 *Renvoi au dossier # :* APC CDP 170 *Enregistrement (SCT) :* 000571 *Numéro de fichier :* APC PPE 819

Corps expéditionnaire canadien — ordres de service courant — Première Guerre mondiale
Description : Ce fichier contient des informations personnelles limitées qui pourraient inclure, outre le nom au complet et le numéro matricule, le compte rendu des transactions quotidiennes sur le personnel, le nom de l'unité, la durée du service, etc. Les personnes qui désirent consulter ces dossiers doivent indiquer leurs prénoms et nom de famille au complet, leur numéro matricule, leur date de naissance, le nom de l'unité et la durée du service. *Catégorie de personnes :* Le personnel du Corps expéditionnaire canadien (CEC) de 1914 à 1919. *But :* Ce fichier sert à authentifier les données du service en fonction des revendications possibles qui pourraient survenir relativement à la solde et autres avantages, et pour vérifier les demandes portant sur les héritages et les testaments. *Normes de conservation et de destruction :* Ces dossiers sont gardés pour 90 ans à partir de la date de la dernière correspondance et après cette période, ils seront conservés aux Archives nationales à des fins archivistiques. *No. APC :* 85-012 *Renvoi au dossier # :* APC CDP 170 *Enregistrement (SCT) :* 000558 *Numéro de fichier :* APC PPE 806

Dossiers de services auxiliaires — Seconde Guerre mondiale
Description : Ce fichier contient des renseignements personnels limités et des détails sur les états de service tels que données d'emploi, durée et genre du service, etc. Les personnes qui désirent consulter ces dossiers doivent indiquer leurs prénoms et nom de famille au complet, leur date de naissance, le nom de l'unité et, pour les pompiers seulement, leur numéro matricule. *Catégorie de personnes :* Le personnel qui a fait partie des troupes auxiliaires pendant la Seconde Guerre mondiale, notamment les pompiers, les membres de la Croix-Rouge, les opérateurs spéciaux, les correspondants de guerre et les détachements d'aide bénévole. *But :* Ce fichier sert à vérifier la durée du service et à déterminer l'admissibilité à une pension de retraite. *Normes de*

employés qui désirent consulter ces dossiers doivent indiquer leurs prénoms et nom de famille au complet (ainsi que leur nom de fille s'il y a lieu), leur date de naissance et leurs dates d'emploi. *Catégorie de personnes :* Anciens employés civils du gouvernement fédéral. *But :* Ce fichier sert à des fins sanitaires et statistiques portant sur des questions telles que le placement, la retraite, les congés de maladie, etc., et pour d'autres fins telles que requis par la Loi sur la pension de la Fonction publique, etc. *Normes de conservation et de destruction :* Ces dossiers sont gardés jusqu'à ce que le sujet ait atteint l'âge de 80 ans. Après cette période, une partie de ces dossiers sera conservée aux Archives nationales à des fins archivistiques et le reste sera détruit. *No. APC :* 85-012 *Renvoi au dossier # :* APC CDP 170 *Enregistrement (SCT) :* 000557 *Numéro de fichier :* APC PCE 705

Anciens employés civils — dossiers sur les pensions de retraite ASC
Description : Ce fichier contient les dossiers créés par le ministère des Approvisionnements et Services afin de consigner toutes les transactions s'appliquant à la pension en vertu de la Loi sur la pension de la Fonction publique. Les anciens employés qui désirent consulter ces dossiers doivent indiquer leurs prénoms et nom de famille au complet (ainsi que leur nom de fille s'il y a lieu), leur date de naissance et leurs dates d'emploi. *Catégorie de personnes :* Anciens employés civils du gouvernement fédéral. *But :* Ce fichier sert à déterminer l'admissibilité à cotiser, à calculer le coût des cotisations dues pour les années de service antérieur et à calculer la pension payable. *Normes de conservation et de destruction :* Ces dossiers sont gardés jusqu'à ce que le sujet ait atteint l'âge de 80 ans. Après cette période, une partie de ces dossiers sera conservée aux Archives nationales à des fins archivistiques et le reste sera détruit. *No. APC :* 85-012 *Renvoi au dossier # :* APC CDP 170 *Enregistrement (SCT) :* 000556 *Numéro de fichier :* APC PCE 704

Système automatisé d'index PERSFILE
Description : Ce fichier identifie la localisation des dossiers contenus dans d'autres fichiers du Centre des documents du personnel. L'index automatisé contiens en plus du numéro de localisation et du statut du document, les identificateurs personnels tels que prénom(s), nom(s) de famille, date de naissance, sexe, numéro(s) d'identification, rang et type de service (militaire), dernier ministère et année de cessation (fonctionnaire). *Catégorie de personnes :* Anciens employés, militaires et civils du gouvernement fédéral. *But :* Ce fichier a pour but d'identifier et de recouvrer les dossiers conservés au Centre des documents du personnel qui concernent les anciens employés du gouvernement. *Normes de conservation et de destruction :* Les renseignements informatisés sont gardés pendant un mois à compter de la date à laquelle le dossier en cause a été détruit ou conservé aux Archives nationales à des fins archivistiques, tandis que ceux qui existent sur microfiches sont créés semi-annuellement et conservés pendant cinq ans pour contrôle de la qualité. *Renvoi au dossier # :* APC CDP 170 *Enregistrement (SCT) :* 000553 *Numéro de fichier :* APC PCE 701

Fichiers particuliers

Armée canadienne en temps de guerre, Contingent spécial et troupes régulières des Forces armées canadiennes — ordres quotidiens partie II
Description : Ce fichier contient des renseignements personnels limités qui peuvent inclure, outre le nom au complet et le numéro matricule, les comptes rendus des transactions sur le personnel, le nom de l'unité, la durée du service, etc. Les personnes qui désirent consulter ces dossiers doivent indiquer leurs prénoms et nom de famille au complet, leur numéro matricule, le nom de l'unité et la durée du service. *Catégorie de personnes :* Personnel de l'Armée canadienne en temps de guerre, Contingent spécial et troupes régulières, de 1939 à 1966. *But :* Ce fichier sert à authentifier les données du service pour régler les réclamations de solde et autres avantages sociaux, et pour vérifier les demandes portant sur les héritages et les testaments. *Normes de conservation et de destruction :* Ces dossiers sont gardés pour 90 ans à partir de la date de la dernière correspondance. Après cette période, une partie de ces dossiers sera conservée aux Archives nationales à des fins archivistiques et le reste sera détruit. *No. APC :* 85-012 *Renvoi au dossier # :* APC CDP 170 *Enregistrement (SCT) :* 000561 *Numéro de fichier :* APC PPE 809

Aviation royale du Canada (ARC) — ordres quotidiens de service courant
Description : Ce fichier contient des renseignements personnels limités qui peuvent inclure, outre le nom au complet et le numéro matricule, les comptes rendus des transactions sur le personnel, le nom de l'unité, la durée du service, etc. Les personnes qui désirent consulter ces dossiers doivent indiquer leurs prénoms et nom de famille au complet, leur numéro matricule, le nom de l'unité et la durée du service. *Catégorie de personnes :* Le personnel de l'Aviation royale du Canada (ARC) de 1924 à 1969. *But :* Ce fichier sert à authentifier les données du service pour régler les réclamations de solde et autres avantages sociaux, et pour vérifier les demandes portant sur les héritages et les testaments. *Normes de conservation et de destruction :* Ces dossiers sont gardés pour 90 ans à partir de la date de la dernière correspondance. Après cette période, une partie de ces dossiers sera conservée aux Archives nationales à des fins archivistiques et le reste sera détruit. *No. APC :* 85-012 *Renvoi au dossier # :* APC CDP 170 *Enregistrement (SCT) :* 000560 *Numéro de fichier :* APC PPE 808

Banque de données du personnel militaire — Première Guerre mondiale
Description : Ce fichier contient des renseignements personnels et médico-dentaires qui peuvent inclure les certificats d'enrôlement, des renseignements sur les

Anciens Combattants Canada
Chapitre 14

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Primes d'encouragement

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Vérification de la fiabilité

Voyages et réinstallation

Archives nationales du Canada
Chapitre 15

Fichiers centraux

Anciens employés civils — dossiers de la Commission de la Fonction publique
Description : Ce fichier contient les dossiers créés par la Commission de la Fonction publique pour consigner et fournir de l'information en vue de dotation au moyen d'un répertoire. Les anciens employés qui désirent consulter ces dossiers doivent indiquer leurs prénoms et nom de famille au complet (ainsi que leur nom de fille s'il y a lieu), leur date de naissance et leurs dates d'emploi. ***Catégorie de personnes :*** Anciens employés civils du gouvernement fédéral. ***But :*** Ce fichier sert à vérifier l'information fournie dans les procédures d'identification et d'évaluation liées au répertoire de dotation, de la planification des ressources humaines et de la gestion du personnel en général. ***Normes de conservation et de destruction :*** Ces dossiers sont gardés jusqu'à ce que le sujet ait atteint l'âge de 80 ans. Après cette période, une partie de ces dossiers sera conservée aux Archives nationales à des fins archivistiques et le reste sera détruit. ***No. APC :*** 85-012 ***Renvoi au dossier # :*** APC CDP 170 ***Enregistrement (SCT) :*** 000555 ***Numéro de fichier :*** APC PCE 703

Anciens employés civils — dossiers individuels sur le personnel
Description : Ce fichier contient des informations personnelles semblables ou pareilles à celles décrites dans les fichiers ordinaires énumérés dans le Répertoire des renseignements personnels. Les anciens employés qui désirent consulter ces dossiers doivent indiquer leurs prénoms et nom de famille au complet (ainsi que leur nom de fille s'il y a lieu), leur date de naissance et leurs dates d'emploi. ***Catégorie de personnes :*** Anciens employés civils du gouvernement fédéral. ***But :*** Ce fichier sert à vérifier des décisions concernant les employés, à déterminer s'ils ont encore droit à certains bénéfices découlant de leur emploi et à documenter un nouveau dossier personnel au cas où ils seraient ré- engagés. ***Normes de conservation et de destruction :*** Ces dossiers sont gardés jusqu'à ce que le sujet ait atteint l'âge de 80 ans. Après cette période, une partie de ces dossiers sera conservée aux Archives nationales à des fins archivistiques et le reste sera détruit. ***No. APC :*** 85-012 ***Renvoi au dossier # :*** APC CDP 170 ***Enregistrement (SCT) :*** 000554 ***Numéro de fichier :*** APC PCE 702

Anciens employés civils — dossiers médicaux Santé et Bien-être social
Description : Ce fichier contient les dossiers créés par le Ministère de la Santé nationale et du Bien-être social afin de consigner les examens médicaux. Les anciens

localement ou par le réseau interurbain du gouvernement, le service d'interurbain commercial et d'autres réseaux ministériels spécialisés. Étant donné que beaucoup de numéros de téléphone ou de postes du gouvernement sont identifiés à certains employés, le mode d'appel et les numéros composés peuvent révéler des renseignements sur un fonctionnaire donné du Ministère. ***Catégorie de personnes :*** Employés du Ministère. ***But :*** La compilation de cette banque vise à faciliter la question des télécommunications. Les données d'enregistrement des appels sont recueillies dans le but de constituer une base pour le calcul et l'imputation du coût réel des services aux organismes ministériels. Elles constituent également des renseignements permettant aux gestionnaires d'unité organisationnelle de contrôler l'utilisation des services et les coûts qui s'y rapportent. ***Usages compatibles :*** Ces données sont utilisées pour la gestion quotidienne des télécommunications, grâce à la répartition des coûts réels en fonction de l'utilisation des services, et pour que les gestionnaires du Ministère soient au courant de l'utilisation des services que font leurs employés respectifs. ***Normes de conservation et de destruction :*** Ces données sont conservées pendant deux ans, sauf dans le cas de données sur les opérations financières qui sont conservées pendant six ans. ***Renvoi au dossier # :*** AAC DSI 852 ***Enregistrement (SCT) :*** 003319 ***Numéro de fichier :*** AAC PPE 827

Vérifications de la fiabilité
Description : Ce fichier réunit notamment des rapports de vérification du Centre d'information de la police canadienne (CIPC) et, le cas échéant, des fiches d'empreintes digitales, des rapports d'enquêtes et des casiers judiciaires. ***Catégorie de personnes :*** Employés actuels ou éventuels du Ministère qui n'ont pas de cote de sécurité mais dont il faut vérifier la fiabilité en raison de l'accès facile aux renseignements de nature délicate ou aux biens de grande valeur. ***But :*** Garantir que les employés actuels assujettis à cette vérification ainsi que les employés éventuels du Ministère satisfont aux normes de fiabilité et de confiance qui s'imposent pour l'exécution de leurs fonctions ou tâches. ***Usages compatibles :*** Déterminer la fiabilité des personnes. Des renseignements peuvent être divulgués à la GRC pour vérifier si les personnes en question ont un casier judiciaire. ***Normes de conservation et de destruction :*** Les documents sont conservés pendant une période de deux ans après le dernier emploi administratif (qui correspond habituellement à une mutation, une promotion ou la cessation d'emploi) et sont ensuite détruits. Sur réception d'un avis d'octroi de grâce, le casier judiciaire est immédiatement détruit. ***Renvoi au dossier # :*** AAC DRH 860 ***Enregistrement (SCT) :*** 002099 ***Numéro de fichier :*** AAC PPE 813

Voyages et réinstallations
Description : Ce fichier renferme des demandes autorisées pour les cartes de crédit du ministère et les cartes individuelles de voyage, les voyages à l'étranger, les réinstallations, les avances, les demandes de remboursement, les aménagements de voyages et les itinéraires, les renseignements sur les passeports et les visas et la correspondance concernant les voyages et les réinstallations des employés. ***Catégorie de personnes :*** Employés de l'institution. ***But :*** Obtenir l'autorisation au niveau ministériel (comme l'exige la politique) qui se rapporte aux cartes de crédit, aux voyages et aux réinstallations, et de procurer les passeports et les visas aux employés qui voyagent outre-mer. ***Usages compatibles :*** Sert aussi à l'administration des fonctions concernant les voyages et les réinstallations en ce qui a trait à l'approbation ainsi que l'obtention des passeports, des visas et des cartes de crédit. ***Normes de conservation et de destruction :*** Les dossiers sont détruits six ans après l'exercice financier durant lequel il y a eu règlement des frais de voyage ou de réinstallation, sauf pour les cartes de crédit, qui sont retenues jusqu'à la date de leur expiration. ***No. APC :*** 85-001 ***Renvoi au dossier # :*** AAC DGI 852 ***Enregistrement (SCT) :*** 002282 ***Numéro de fichier :*** AAC PPE 815

Fichiers ordinaires

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Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

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Mesures disciplinaires

Présences et congés

Primes d'encouragement

Rémunération et avantages

Sécurité et santé au travail

que le lieu et les dates d'emploi. Ce fichier contient aussi des données sur les congés d'employés ainsi que les transactions de surtemps accumulé. Les personnes désirant avoir accès aux documents informatisés sur leur compte doivent le préciser dans leur demande. ***Catégorie de personnes :*** Tous les employés et les cadres supérieurs d'Agriculture et Agroalimentaire Canada. ***But :*** Sert à la gestion et à l'utilisation judicieuses des ressources humaines. Le code d'identification du dossier personnel (CIDP) est utilisé à des fins d'identification et afin d'assurer que l'administration de la paye et des avantages soit uniforme. Il faut inscrire le CIDP; toutefois, il peut y avoir des cas d'exception lorsqu'il y a des circonstances spéciales. ***Usages compatibles :*** Documents utilisés pour faciliter les fonctions de gestion des ressources humaines et de perfectionnement des employés comme la gestion de carrière, la dotation interne (recherches sur l'inventaire de la main-d'oeuvre, par exemple), le perfectionnement des ressources humaines et la recherche appliquée sur le personnel (prévision des taux d'attrition et de l'offre et de la demande de main- d'oeuvre, droits de la personne, équité en matière d'emploi). Les renseignements contenus dans le système d'information sur les ressources humaines sont partagés avec le système d'information sécuritaire et le système de l'administration de stationnement du Ministère afin de garder ces deux systèmes courant. Ceci est fait régulièrement. ***Normes de conservation et de destruction :*** Ces données informatisées sont mises à jour sur demande (journalier à partir d'un échange de données de ASC) ou encore en direct par certains gestionnaires. Les données sont conservées pendant 5 ans, puis transférées aux Archives Nationales du Canada. ***No. APC :*** 86-001 ***Renvoi au dossier # :*** AAC DRH 920, 923, 925, 927 ***Enregistrement (SCT) :*** 002284 ***Numéro de fichier :*** AAC PPE 814

Système de gestion de l'information de la Direction générale

Description : Ce fichier contient des renseignements personnels sur tous les employés de la Direction générale au marché et à l'industrie (DGSMI). ***Catégorie de personnes :*** Employés de la Direction générale. ***But :*** Ce fichier sert à la compilation de renseignements personnels sur tous les employés de la Direction générale pour fins administratives. ***Usages compatibles :*** Ce fichier est aussi utilisé pour maintenir un contrôle sur tous cours de formation et/ou conférences offerts aux employés de la DGSMI, ainsi que pour compilation des données pour fins de statistiques en soutien aux programmes, tels que les langues officielles. Ces données sont soumis aux gestionnaires, leurs représentants désignés, ainsi qu'aux personnels impliqués à la gestion du personnel. ***Normes de conservation et de destruction :*** Les dossiers sont conservés pendant cinq ans. ***Renvoi au dossier # :*** AAC SMI 497 ***Enregistrement (SCT) :*** 002942 ***Numéro de fichier :*** AAC PPE 824

Système de placement par priorité

Description : La description du contenu : la base de données consiste de trois écrans 1) Données de base qui enregistre l'information telle que le nom de famille, le prénom, le genre de priorité, raison de statut d'excédentaire, le ministère, la région, la direction générale, la direction, le numéro du poste, le groupe et niveau, la première langue officielle, le sexe, le nom et numéro de téléphone du conseiller en ressources humaines et si l'employé a été offert et a accepté le Programme d'Emcouragement A La Retraite Anticipée (PERA) ou le Programme De Prime De Départ Anticipé (PDA). 2) Données de parrainage consistent de la date du début et la date de la fin, leur mobilité, le lieu de travail, leur disponibilité pour travailler, leur volonté d'accepter un poste de niveau inférieur, les groupes et niveaux acceptable, le titre de leur poste actuel, leur profil des compétences, leur éducation et expérience et leur numéro de téléphone du bureau et de leur domicile. 3) Les résultats (les gestionnaires n'ont pas accès à cette écran, seulement la section des ressources humaines peuvent accéder cette écran en raison de statistiques). Ces écrans contienent des renseignements sur les employés qui ont accepter un autre poste, qui ont démissionner de la fonction publique et qui ont été mis en disponibilité, s'ils ont été recycler et à quel coût, les données sur les indemnités que l'employé a reçu telles que, combien a t'il reçu pour sa rémunération de sa période de priorité d'excédentaire, l'indemnité de cessation d'emploi, l'indemnité de cessation de service et la prime au maintien. ***Catégorie de personnes :*** Employés qui sont des priorités. ***But :*** De parrainer les employées prioritaires pour d'autres possibilités d'emploi. ***Usages compatibles :*** Il n'y a pas d'usages compatibles. ***Normes de conservation et de destruction :*** L'information est détruit après 2 ans après la dernière utilisation administrative. ***No. APC :*** 78-001 ***Renvoi au dossier # :*** AAC DRH 920 ***Enregistrement (SCT) :*** 003320 ***Numéro de fichier :*** AAC PPE 800

Télécommunications

Description : Cette banque contient, en tout ou en partie, les données suivantes concernant l'équipement et les services de télécommunications installés ou disponibles dans les bureaux du Ministère, notamment les détails sur les appels interurbains faits à partir d'un appareil du Ministère, la liste des employées autorisés à utiliser les codes d'appel pour le réseau interurbain du gouvernement et le coût qui représentent l'équipement et l'utilisation des services. On peut y trouver l'enregistrement des détails des appels effectués à partir des téléphones du gouvernement, qu'il s'agisse d'appels locaux ou interurbains. Ceci peut comprendre le numéro du poste d'origine, le numéro composé, le lieu appelé, la date et l'heure du début et de la fin de l'appel, la durée de l'appel, la voie d'acheminement et le coût. Ces données sont également disponibles pour les appels interurbains effectués à l'aide d'un code d'appel du gouvernement. Les numéros composés peuvent se rapporter à n'importe quel téléphone accessible

décisionnaires, leurs représentants, ainsi qu'au personnel de la Gestion du personnel. Aucune information n'est donnée à l'extérieur. ***Normes de conservation et de destruction :*** Les dossiers sont conservés tant que l'employé travaille à la Direction générale du développement agricole, plus deux ans. Ensuite les renseignements sont transférés aux Archives nationales du Canada. ***No. APC :*** 86-001 ***Renvoi au dossier # :*** AAC DRH 860, 921 ***Enregistrement (SCT) :*** 002095 ***Numéro de fichier :*** AAC PPE 812

Répertoire des ressources humaines pour affectations internationales — employés
Description : Ce fichier contient des renseignements personnels, études, expertise, expérience, emploi international, connaissances linguistiques, lesquels sont conservés sur dBase III et documents à l'appui. ***Catégorie de personnes :*** Employés d'Agriculture et Agroalimentaire Canada. ***But :*** Établir et maintenir un inventaire des employés du ministère qui aimeraient avoir un emploi à l'extérieur du Canada avec les organisations bilatérales ou multilatérales y compris les projets de développement exécutés par Agriculture et Agroalimentaire Canada. ***Usages compatibles :*** Faire des recherches en vue d'identifier des candidats parmi les employés du Ministère pour combler des postes vacants. Ces renseignements sont partagés avec les différentes directions, ministères et gouvernements au niveau international, avec le consentement des intervenants et du candidat. ***Normes de conservation et de destruction :*** Les documents sont conservés pendant 2 ans. ***Renvoi au dossier # :*** AAC SMI 492 ***Enregistrement (SCT) :*** 002702 ***Numéro de fichier :*** AAC PPE 823

Saisie-arrêt
Description : Ce fichier contient de la documentation concernant les fonds relatifs à la saisie-arrêt et à la distraction. ***Catégorie de personnes :*** Employés du ministère de l'Agriculture et Agroalimentaire au sujet desquels des mesures de saisie-arrêt et de distraction de fonds ont été prises. ***But :*** Permettre, conformément à la Loi sur la saisie-arrêt et la distraction de pensions, de procéder à la distraction des fonds. ***Usages compatibles :*** Sert également à approuver les retenues des salaires. ***Normes de conservation et de destruction :*** Les dossiers sont gardés deux ans après que la dette ait été payée. Si l'employé change de ministère avant que la dette soit payée, son dossier le suit; si l'employé change de ministère après que la dette ait été payée, le dossier est gardé au ministère de l'Agriculture et Agroalimentaire pendant deux ans, puis détruit. ***No. APC :*** 86-001 ***Renvoi au dossier # :*** AAC DRH 925 ***Enregistrement (SCT) :*** 002048 ***Numéro de fichier :*** AAC PPE 807

Stationnement
Description : Ce fichier contient les demandes de permis et la correspondance concernant le stationnement de véhicules à moteur dans les lieux qui sont loués par l'État ou qui lui appartiennent, les renseignements médicaux employés pour émettre les permis de stationnement réservé aux handicapés et les infractions. Le fichier touchant la rémunération et les avantages renferme les dossiers se rapportant aux déductions pour le paiement des frais de stationnement, tandis que les dossiers portant sur les infractions de stationnement sont conservés par la Gendarmerie royale du Canada. ***Catégorie de personnes :*** Employés de l'institution. ***But :*** Emmagasiner des renseignements pour l'administration et le contrôle des privilèges accordés en matière de stationnement. ***Usages compatibles :*** Sert aussi à émettre les permis de stationnement et à contrôler l'utilisation du stationnement. Le système de l'Administration de stationnement du Ministère est relié au système d'information sur les Ressources humaines afin d'obtenir de l'information courant sur les employées et de mettre à jour le système de l'administration de stationnement régulièrement. ***Normes de conservation et de destruction :*** Les dossiers sont détruits deux ans après l'expiration du permis, sauf les renseignements médicaux qui sont retenus au dossier de l'employé. ***No. APC :*** 85-001 ***Renvoi au dossier # :*** AAC DGI 913 ***Enregistrement (SCT) :*** 002283 ***Numéro de fichier :*** AAC PPE 816

Système d'information financière — AGRIFIN
Description : Information financière pour le Ministère. Cette information sera classifiée comme suit : responsabilité (interclassement); autorité (affectation); but (activité); projet; ligne d'exécution (nature). L'information personnelle (p.ex. adresses, numéros de téléphone, âge, sexe, statut marital, pays d'origine, citoyenneté etc.) est incluse dans AGRIFIN a l'exception du nom de l'employé. Pour les personnes qui reçoivent des paiements imposables du Ministère, leur numéro d'assurance sociale (NAS) est capturé et retenu dans AGRIFIN. ***Catégorie de personnes :*** Employés qui ne font pas partie du Ministère. ***But :*** Le NAS est requis et insere sur les feuillets et les dossiers fiscaux que le Ministere doit remettre a Revenue Canada. ***Usages compatibles :*** Se référer a "L'objectif" de la banque. ***Normes de conservation et de destruction :*** L'information demeure dans Agrifin et est reportée d'année en année. Quand l'activite prend fin, l'information est rayee du système. ***Renvoi au dossier # :*** AAC DGI 852 ***Enregistrement (SCT) :*** 002945 ***Numéro de fichier :*** AAC PPE 805

Système d'information sur les ressources humaines
Description : Ce fichier réunit des renseignements sur les postes et employés, langues officielles et rémunération. Il contient aussi les renseignements suivants : nominations, mutations, promotions, rétrogradations, antécédents professionnels, évaluations du rendement, périodes et lieu d'emploi, situation au sein de l'entreprise (numéro de poste, groupe, niveau, titre, traitement, appartenance syndicale et classification linguistique), congés, heures supplémentaires, les notations par facteur, ainsi qu'une description et le profil linguistique de chaque poste. Le fichier contient aussi des données sur le rendement, et adresse de l'employé. Les personnes qui désirent avoir accès à ce fichier doivent fournir le titre du poste ainsi

formation et de perfectionnement. *Usages compatibles :* Même que pour 'But'. *Normes de conservation et de destruction :* Conservation minimum de 5 ans. *No. APC :* 86-001 *Renvoi au dossier # :* AAC DRH 860 *Enregistrement (SCT) :* 002946 *Numéro de fichier :* AAC PPE 820

Programme d'équité en matière d'emploi
Description : La banque renferme des renseignements sur les employés notamment sur leur classification, direction générale, situation de travail (Statut d'emploi, temporaire etc.). Ces renseignements ont été recueillis grâce à des questionnaires volontaires. On demande aux répondants d'indiquer leur sexe; s'ils sont autochtones ou non, s'ils ont un handicap ou s'ils font partie d'une minorité visible. Le nom et le code d'identification du dossier personnel (CIDP) peuvent être utiles pour identifier les employés mais ils sont demandés sur une base volontaire. *Catégorie de personnes :* Employés du ministère *But :* Ce fichier contient toute la documentation nécessaire à la mise en oeuvre de la politique en matière d'équité en matière d'emploi pour tous les ministères et organismes fédéraux assujettis à l'Annexe 1 de la Partie 1 de la Loi sur les relations de travail dans la Fonction publique. C'est grâce à ces renseignements qu'il est possible d'avoir toutes les données au sujet des employés, présentées selon leur sexe et leur groupe désigné (femmes, autochtones, les personnes handicapés physiques et mentales et minorités visibles). Le code d'identification du dossier personnel (CIDP) est utilisé à des fins d'identification et afin d'assurer que l'administration de la paye et des avantages soit uniforme. Il faut inscrire le CIDP. *Usages compatibles :* Les renseignements recueillis seront utilisés dans le cadre des programmes d'équité d'emploi du gouvernement afin de déterminer s'il y a discrimination systémique dans l'embauche, de l'éliminer s'il y a lieu et d'introduire des mesures temporaires spéciales qui permettront aux groupes désignés d'être admis et d'être représentés (et distribués) d'une manière équitable dans la Fonction publique fédérale. Les renseignements peuvent également être utilisés pour la formation, le perfectionnement, la planification et l'établissement de la politique connexe à l'équité (en matière) d'emploi. *Normes de conservation et de destruction :* Mise à jour effectuée sur une base trimestrielle. *No. APC :* 85-001 *Renvoi au dossier # :* AAC DRH 860 *Enregistrement (SCT) :* 003648 *Numéro de fichier :* AAC PPE 818

Programme de développement des petites exploitations
Description : Ce fichier comprend le nom et le numéro d'identité des employés; la date des visites et l'endroit; les sujets de consultation et le temps accordé, en pourcentage. *Catégorie de personnes :* Employés du Ministère. *But :* Fournir des renseignements sur l'emploi du temps des employés du Ministère détachés auprès des provinces, en fonction des divers sujets de consultation. *Usages compatibles :* Enregistrer le temps que les employés consacrent à conseiller les petits exploitants de fermes familiales sur le plan administratif. *Normes de conservation et de destruction :* Les dossiers sont conservés pendant dix ans. *No. APC :* 72-003 *Enregistrement (SCT) :* 000909 *Numéro de fichier :* AAC PPE 801

Projets internationaux agricoles
Description : Ce fichier contient des renseignements sur les objectifs et les événements marquant des projets outre-mer exécutés par Agriculture et Agroalimentaire Canada, ainsi que les noms des personnes qui y participent et les endroits où elles travaillent. *Catégorie de personnes :* Employés du ministère de l'Agriculture et Agroalimentaire engagées dans les projets de l'ACDI. *But :* Dresser un inventaire courant du personnel de la Direction des programmes internationaux engagé dans des projets. *Usages compatibles :* Répartir les ressources humaines et d'évaluer l'avancement des projets. *Normes de conservation et de destruction :* Les dossiers sont conservés pour toute la durée d'emploi, plus un an. *No. APC :* 86-001 *Renvoi au dossier # :* AAC SMI 492 *Enregistrement (SCT) :* 001857 *Numéro de fichier :* AAC PPE 806

Répertoire des compétences en recherche
Description : Le répertoire renferme des renseignements personnels sur les employés, tels que : nom, CIDP, classification, première langue officielle, compétences en recherche et données sur les retraites. *Catégorie de personnes :* Les employés de la Direction générale de la recherche appartenant à la Catégorie scientifique et professionnelle. *But :* Aux fins de planification des ressources humaines. Le répertoire sert à établir la population actuelle de la Direction générale appartenant à la Catégorie scientifique et professionnelle et à prévoir les besoins/la demande futurs. *Usages compatibles :* Planifier la demande future en matière de personnel scientifique et professionnel. *Normes de conservation et de destruction :* Le répertoire est mis à jour annuellement. Les documents sont conservés pendant cinq ans. *No. APC :* 86-001 *Renvoi au dossier # :* AAC DRH 921 *Enregistrement (SCT) :* 002700 *Numéro de fichier :* AAC PPE 803

Répertoire des ressources humaines
Description : Ce fichier contient des renseignements personnels sur tous les employés de la Direction générale du développement agricole du ministère de l'Agriculture et Agroalimentaire. *Catégorie de personnes :* Employés de la Direction générale du développement agricole, ministère de l'Agriculture et Agroalimentaire. *But :* L'information a été recueillie pour la gestion du personnel et sert de banque de données pour le Système d'information de gestion de la Direction générale. *Usages compatibles :* Contrôler la participation de tous les employés de la Direction générale aux cours de formation, aux conférences et aux projets. Sert également à des fins de statistique dans l'exécution de programmes tels que l'action positive, la parité salariale et les langues officielles. L'information est présentée aux Chefs

aux autorisations sécuritaires ainsi qu'à la vérification des références professionnelles. Ces renseignements servent également à Approvisionnements et Services Canada, car ils facilitent le paiement des traitements; aux divers régimes d'assurance-maladie provinciaux; aux assureurs de groupe; aux syndicats (retenue des cotisations); et à Santé nationale et Bien-être social (aux fins des pensions). ***Normes de conservation et de destruction :*** Les dossiers sont gardés par l'organisme ou le ministère pour lequel travaille actuellement l'employé pour toute la durée d'emploi, plus un an. Le dossier suit l'employé, s'il est transféré à un autre ministère. Après cette période, les renseignements sont transférés aux Archives nationales du Canada et sont gardés jusqu'à ce que l'employé ait atteint l'âge de 70 ans ou jusqu'à deux ans après le décès de l'employé; après quoi, le dossier est détruit, pourvu que deux ans se soient écoulés depuis la dernière utilisation à des fins administratives des renseignements en question. Quant aux dossiers relatifs à des mesures disciplinaires, la durée de conservation est mentionnée dans les conventions collectives pertinentes, ou elle est de trois ans suivant la date à laquelle les mesures disciplinaires ont été prises, pour autant qu'aucune autre mesure disciplinaire n'ait été prise depuis. Lorsque les mesures disciplinaires ont été annulées, c'est l'organisme ou le ministère qui voit à ce que le document touchant cette mesure soit immédiatement détruit. Pour tous les renseignements jugés de nature historique ou qui ont une valeur sur le plan des archives, c'est l'archiviste fédéral qui décide quels dossiers seront conservés en permanence par les Archives nationales du Canada. ***No. APC :*** 85-001 ***Renvoi au dossier # :*** AAC DRH 860 ***Enregistrement (SCT) :*** 000913 ***Numéro de fichier :*** AAC PPE 808

Enquêtes internes
Description : Le fichier contient des rapports d'enquêtes et de la correspondance entre les fonctionnaires du Ministère concernant la confirmation ou la réfutation d'allégation relativement aux employés. ***Catégorie de personnes :*** Employés actuels ou anciens de la Direction générale de la production et de l'inspection des aliments. ***But :*** Inscrire tous les renseignements concernant l'inconduite alléguée ou soupçonnée d'un employé en ce qui a trait à toute violation des lois et règlements d'Agriculture et Agroalimentaire Canada ou d'autres lois qui pourrait être nuisible au Ministère. ***Usages compatibles :*** Déterminer les mesures à prendre y compris les mesures disciplinaires et les poursuites judiciaires. ***Normes de conservation et de destruction :*** Les documents sont détruits cinq ans après que les dossiers sont fermés. ***No. APC :*** 86-001 ***Renvoi au dossier # :*** AAC DRH 860 ***Enregistrement (SCT) :*** 002094 ***Numéro de fichier :*** AAC PPE 811

Formation et perfectionnement
Description : Ce fichier comprend les données suivantes : les demandes pour suivre les cours et évaluations, le numéro d'assurance sociale, certificats, les dossiers concernant le paiement des frais, la correspondance connexe à la participation des employés à des cours de formation et de perfectionnement parrainés par le gouvernement ou par des organismes privés. Il convient de signaler que les dossiers relatifs à la participation et aux résultats obtenus sont joints aux dossiers personnels des employés et que l'on trouve dans le fichier concernant les évaluations de rendement les renseignements touchant le besoin en perfectionnement pour chaque employé en vue d'améliorer son rendement. ***Catégorie de personnes :*** Employés de l'institution. ***But :*** Fournir de la documentation pour l'administration des programmes de formation et de perfectionnement au sein des ministères et organismes fédéraux. Le Numéro d'assurance sociale (NAS) est utilisé à des fins d'identification et afin d'assurer que l'administration de la paye et des avantages soit uniforme. Il faut inscrire le NAS; toutefois, il peut y avoir des cas d'exception lorsqu'il y a des circonstances spéciales. ***Usages compatibles :*** Approuver et inscrire la participation des employés à des cours de formation et de perfectionnement et confirmer les réalisations des employés. ***Normes de conservation et de destruction :*** Les dossiers peuvent être détruits deux ans après la fin des cours de formation et de perfectionnement suivis par un employé. ***No. APC :*** 85-001 ***Renvoi au dossier # :*** AAC DRH 927 ***Enregistrement (SCT) :*** 000917 ***Numéro de fichier :*** AAC PPE 810

Groupe de la Direction — Documents du Personnel
Description : Ce fichier contient de l'information personnelle, telle que CIDP, nom, direction générale, groupe et niveau, statut, début du statut, fin du statut, région, lieu, sexe, langue, nomination au niveau, nomination au poste, nomination à la région, nom du superviseur, cours d'orientation, évaluation de rendement à partir de la date de nomination au groupe de la direction jusqu'à présent. ***Catégorie de personnes :*** Membres du groupe de la direction à Agriculture et Agroalimentaire Canada. ***But :*** Pour aider dans la dotation des membres du groupe de la direction. ***Usages compatibles :*** Pour mettre à jour et maintenir l'information pertinente à la dotation des membres du groupe de la direction. ***Normes de conservation et de destruction :*** Les documents sont conservés pendant 2 ans. ***No. APC :*** 86-001 ***Renvoi au dossier # :*** AAC DRH 860 ***Enregistrement (SCT) :*** 002698 ***Numéro de fichier :*** AAC PPE 819

Profile de gestion
Description : Collecte de données sur les facteurs connaissances et l'identification des différences globales entre les habilités de gestion d'un individu et le profile. ***Catégorie de personnes :*** Tous les employés d'Agriculture et Agroalimentaire Canada dans des postes de niveau EX moins 2 jusqu'au niveaux supérieur du groupe de la direction. ***But :*** Le but de l'identification de cette différence discuté ci-dessus, est de fournir aux gestionnaires, à tous les niveaux des possibilités de grandir, professionnellement et personnellement en mettant l'emphase sur les habilités spécifiques de

d'information sécuritaire régulièrement. ***Normes de conservation et de destruction :*** Les dossiers sont détruits deux ans après que l'employé a quitté l'emploi. ***Renvoi au dossier # :*** AAC DGI 852 ***Enregistrement (SCT) :*** 002943 ***Numéro de fichier :*** AAC PPE 826

Comptabilité des dépenses (employés)
Description : Ce fichier réunit les documents suivants : réclamations, autorisations, rapports des dépenses, reçus, demandes de chèque, avances,correspondance et autres pièces justificatives visant le remboursement de dépenses et de frais, le règlement des réclamations et d'autres paiements. ***Catégorie de personnes :*** Employés du Ministère réclamant des frais de déplacement et de logement, des frais de réinstallation, des frais d'inscription à des cours, des cotisations à des associations et d'autres paiements. ***But :*** Fichier utilisé pour le paiement des réclamations et des factures aux personnes mentionnées ci-dessus. Le Numéro d'assurance sociale est utilisé à des fins d'identification et afin d'assurer que l'administration de la paye et des avantages soit uniforme. Il faut inscrire le NAS; toutefois, il peut y avoir des cas d'exception lorsqu'il y a des circonstances spéciales. ***Usages compatibles :*** Sert également à émettre des déclarations de gains imposables aux fins de l'impôt sur le revenu. ***Normes de conservation et de destruction :*** Les dossiers sont conservés six ans. ***No. APC :*** 86-001 ***Renvoi au dossier # :*** AAC DGI 914 ***Enregistrement (SCT) :*** 002285 ***Numéro de fichier :*** AAC PPE 817

Demande de dossier pour mutation
Description : Le fichier central d'information renferme les demandes de mutation des employés de l'Agriculture ainsi que d'autres ministères. Ces dossiers peuvent contenir des curriculum vitae. Aussi des examens du rendement et l'évaluation de l'employé peuvent être inclus. ***Catégorie de personnes :*** Employés de l'Agriculture et Agroalimentaire Canada et les autres ministères. ***But :*** Le fichier central fournit une banque d'information qui sert à doter des postes dans une institution gouvernementale. ***Usages compatibles :*** Afin de sélectionner des candidats pour doter des postes sur une base de mutation à l'intérieur d'Agriculture et agroalimentaire Canada. ***Normes de conservation et de destruction :*** Les documents sont conservés pendant 2 ans. ***No. APC :*** 86-001 ***Renvoi au dossier # :*** AAC DRH 860 ***Enregistrement (SCT) :*** 002701 ***Numéro de fichier :*** AAC PPE 822

Dossier personnel d'un employé
Description : Ce fichier contient le dossier sommaire de toutes les périodes d'emploi d'une personne au sein des ministères et organismes fédéraux. Ce dossier est conservé afin de faciliter l'administration du personnel. Les renseignements contenus dans les dossiers d'un employé peuvent être utilisés aux fins suivantes : prendre des décisions ayant trait à la dotation, aux présences et aux congés, à la rémunération et aux avantages, à la formation et au perfectionnement, à l'hygiène et à la sécurité professionnelles, aux langues officielles, à la discipline, au niveau de sécurité, et lorsque les renseignements touchant un domaine peuvent influer sur une décision prise dans un autre domaine. Dans les cas susmentionnés, le fichier contient des renseignements succincts et connexes à des renseignements plus détaillés trouvés dans d'autres fichiers. Ces renseignements peuvent être utilisés, pourvu que ce soit d'une manière conforme aux usages prévus, afin d'assurer que les mesures prises en matière de personnel au sein des ministères et organismes fédéraux soient coordonnées dans le meilleur intérêt de l'employé et de l'employeur. C'est l'organisme ou le ministère pour lequel l'employé travaille présentement qui exerce le contrôle sur le dossier personnel de ce dernier. Ce fichier renferme des renseignements concernant les caractéristiques personnelles, notamment l'âge et le sexe, le code d'identification du dossier personnel (CIDP); l'adresse domiciliaire, la citoyenneté, les études (diplômes, certificats et bulletins), les emplois antérieurs non gouvernementaux, le curriculum vitae et les références, l'emplacement de l'organisme ou du ministère, les nominations, les mutations, les promotions et les rétrogradations, les périodes d'emploi, notamment les stages, les mises à pied et la durée de l'emploi, la classification, notamment les numéros de poste, les groupes, les niveaux, les titres et les traitements, les pensions et les assurances, notamment les noms des bénéficiaires, les appréciations de rendement; et peut contenir des renseignements sur les compétences linguistiques et sur les congés et les absences. On peut également y trouver, le cas échéant, des renseignements concernant le service militaire, y compris les périodes et les domaines de service, les exclusions des négociations collectives, notamment le statut d'un employé désigné et l'identification d'un agent de négociation, les réalisations professionnelles, y compris les publications, les brevets et les primes, les passeports et les permis d'armes à feu nécessaires pour occuper le poste, la fin de l'emploi, notamment les certificats et les raisons du départ de l'employé. Le dossier individuel d'un employé comprend des résumés de décisions concernant la dotation, les présences et les congés, la rémunération et les avantages, la formation et le perfectionnement, les décisions concernant les indemnités et l'aptitude au travail, les langues officielles, la discipline, et les autorisations sécuritaires. On trouve toutefois les renseignements principaux concernant ces sujets dans les autres fichiers ordinaires décrits ci-après. Il se peut que le dossier individuel de l'employé ne comprenne pas les renseignements personnels utilisés pour prendre des décisions dans les domaines susmentionnés. ***Catégorie de personnes :*** Employés du Ministère. ***But :*** Fournir de la documentation et de donner des autorisations pour les nominations, les mutations, les promotions, les rétrogradations, la fin de l'emploi et les pensions de retraite. ***Usages compatibles :*** Identifier les décisions relatives à la dotation, aux présences et aux congés, à la rémunération et aux avantages, à la formation et au perfectionnement, à l'hygiène et à la sécurité professionnelles, aux langues officielles, à la discipline,

Agence spatiale canadienne
Chapitre 12

Fichiers ordinaires
Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Primes d'encouragement

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Vérification de la fiabilité

Voyages et réinstallations

Agriculture et Agroalimentaire Canada
Chapitre 13

Fichiers particuliers

Affectations interministérielles
Description : Ce fichier renferme des renseignements sur des employés en affectation temporaire dans d'autres ministères tel leur nom, leur curriculum vitae, le protocole d'entente de l'affectation, l'autorisation écrite des ententes. *Catégorie de personnes :* Employés du Ministère d'Agriculture et agroalimentaire et de différents ministères présentement en affectation temporaire. *But :* Pour s'assurer que les points énumérés dans le protocole d'entente de l'affectation soient respectés. *Usages compatibles :* Les renseignements sont utilisés à titre d'information, pour des fins de statistiques et pour des fins de planification en ressources humaines. *Normes de conservation et de destruction :* L'information est conservée pour trois années après la fin de l'entente. *No. APC :* 86-001 *Renvoi au dossier # :* AAC DRH 927 *Enregistrement (SCT) :* 002699 *Numéro de fichier :* AAC PPE 821

Autorisations sécuritaires
Description : Ce fichier contient tous les antécédents personnels; les résumés des enquêtes faites par le Service Canadien des renseignements de sécurité (SCRS), auparavant le Service de sécurité de la Gendarmerie royale du Canada (GRC); des cartes d'empreintes digitales; les antécédents criminels; le numéro d'assurance sociale; les séances de briefing et la correspondance connexe à la cote de sécurité attribuée aux personnes travaillant ou demandant à travailler au ministère de l'Agriculture et Agroalimentaire en vertu d'une nomination, d'une affectation, ou d'un contrat. Les avis de cote de sécurité peuvent être versés au dossier personnel de l'employé. Tous les détails des enquêtes réalisées par le SCRS sont conservés dans un fichier du SCRS. *Catégorie de personnes :* Les personnes travaillant ou demandant à travailler au ministère de l'Agriculture et Agroalimentaire en vertu d'une nomination, d'une affectation ou d'un contrat. *But :* Ce fichier vise à consigner les renseignements sur la détermination du niveau approprié de sécurité pour les personnes travaillant ou demandant à travailler au ministère de l'Agriculture et Agroalimentaire en vertu d'un nomination, d'une affectation ou d'un contrat et dont le poste nécessite une cote de sécurité. Il peut également servir à déterminer la cote de sécurité et à fournir des renseignements nécessaire à l'administration des mesures de sécurité du gouvernement. Lorsque le ministère de l'Agriculture et Agroalimentaire prend une décision concernant la cote de sécurité, il ne peut consulter que les renseignements contenus dans ce fichier et ne peut pas consulter les renseignements obtenus à la suite d'enquêtes contenus dans le fichier. *Usages compatibles :* Étayer les décisions se rapportant à des mutations, à des promotions, à des mesures disciplinaires et à la cessation d'emploi. Le système d'information sécuritaire du Ministère est relié au système d'information sur les ressources humaines afin d'obtenir de l'information courant sur les employées et de mettre à jour le système

besoins en matière de formation et de perfectionnement. *Normes de conservation et de destruction :* Les dossiers de tous les employés doivent être conservés pendant une période de cinq ans. Après cette période, ils sont détruits. *Enregistrement (SCT) :* 003378 *Numéro de fichier :* ACA PPE 803

Formation et perfectionnement
Description : Ce fichier contient des données personnelles ainsi que des demandes de formation et des évaluations des cours; le numéro d'assurance sociale; les résultats d'examens et les certificats; un registre de paiement et de la correspondance reliée à la participation d'employés à des activités de formation, offertes par des organismes gouvernementaux ou non gouvernementaux; un registre de tous les cours approuvés pour les employés sous forme de plan de formation annuel; un registre de la formation que le Ministère donne sous forme de cours maison; l'information requise par l'organisme central aux fins de préparation de rapports, notamment les formules (coût de la formation et rapports sur les ressources humaines en formation) détaillant les ressources utilisées (financières et humaines) en ce qui a trait à la formation; un registre sur les employés qui sont en congé d'étude prolongé, CAP et autres programmes spéciaux de perfectionnement. Cet information inclut les curriculum vitae, les vérifications de l'évaluation, les accords de retour pour service rendu, et les formules portant l'approbation du service de gestion; des formules d'autorisation d'activités de formation; la liste des participants au programme CAP; la liste des participants au programme de congés d'études; la liste des participants aux programmes d'échange; la liste des participants aux congés de perfectionnement professionnel. Ce fichier concerne les employés de l'APECA et les autres fonctionnaires qui ont assisté ou qui ont travaillé en tant qu'instructeurs à des cours donnés par l'APECA. *Catégorie de personnes :* Ce fichier sert à l'administration de programmes sur la formation et le perfectionnement des employés de l'APECA et à la préparation des dossiers soumis à l'approbation du Comité des ressources humaines. *But :* Il sert également aux organismes centraux dans l'administration du système de données sur la formation et des programmes de perfectionnement. Ce fichier sert aussi à inscrire les employés à des cours; à tenir un registre des cours suivis; à faciliter le suivi concernant le paiment; à fournir au Conseil du Trésor toute l'information reliée aux activités de formation; à fournir au service de gestion toute l'information concernant la formation suivie par un employé et les activités du programme de formation. *Normes de conservation et de destruction :* Les dossier sont détruits deux ans après la fin des cours de formation et de perfectionnement suivis par un employé. *Enregistrement (SCT) :* 003381 *Numéro de fichier :* ACA PPE 802

Présences et congés
Description : Ce fichier contient tous les renseignements concernant les demandes de congé et les rapports de présence approuvés et des notes sur les certificats médicaux qui justifient les absences. *Catégorie de personnes :* Les renseignements touchent tous les employés de l'Agence et ils servent à l'administration des congés et des présences des employés. *But :* Le fichier sert aussi à la vérification des absences par rapport aux congés disponibles et à la vérification des salaires versés par rapport aux relevés de présence; à l'enregistrement des congés sur les formules de rapport annuel des congés; à l'évaluation de l'utilisation des congés et à déterminer le taux d'absentéisme. *Normes de conservation et de destruction :* Les fichiers sont détruits deux ans après la fin de l'année financière. *Enregistrement (SCT) :* 003380 *Numéro de fichier :* ACA PPE 801

Primes d'encouragement
Description : Ce fichier contient des renseignements sur les fonctionnaires qui ont été nommés pour des primes, dans le cadre du Régime des primes d'encouragement du gouvernement fédéral et des autres programmes de primes d'encouragement de l'APECA. Ces renseignements peuvent comprendre des curriculum vitae, des descriptions à l'appui de contributions méritoires concernant leurs fonctions, ou des suggestions pratiques en vue de l'amélioration des opérations de la Fonction publique. *Catégorie de personnes :* Ce fichier concerne les fonctionnaires qui ont été nommés pour des primes, dans le cadre du Régime des primes d'encouragement ou des autres programmes de primes d'encouragement de L'Agence. *But :* Le fichier a pour but d'identifier les personnes qui ont été nommées pour des primes dans le cadre du Régime des primes d'encouragement du gouvernement fédéral ou des autres programmes de l'Agence. Les renseignements sont aussi utilisés pour établir des précédents au sujet des primes et pour fournir une vérification à rebours concernant les dépenses de fonds. *Normes de conservation et de destruction :* Les fichiers opérationnels sont conservés pendant une période minimale de deux ans, puis détruits; les fichiers financiers sont conservés pendant six ans, puis détruits; et les fichiers créant des précédents sont conservés pendant 25 ans, puis détruits. *Enregistrement (SCT) :* 003379 *Numéro de fichier :* ACA PPE 804

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Griefs

Langues officielles

Rémunération et avantages

Agence canadienne d'évaluation environnementale
Chapitre 9

Fichiers ordinaires
Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Dotation

Évaluation du rendement

Formation et perfectionnement

Langues officielles

Présences et congés

Primes d'encouragement

Rémunération et avantages

Voyages et réinstallations

Agence canadienne de développement international
Chapitre 10

Fichiers particuliers

Programme d'aide à l'emploi pour les conjoints
Description : Ce répertoire vise les conjoint(es) des employés de l'ACDI susceptibles d'être affectés outre-mer dans un pays en voie de développement. Ce fichier renferme des renseignements sur les études et l'expérience de ces personnes. Ce dossier mentionne également les projets de carrière. *Catégorie de personnes :* Conjoint(es) des employés de l'ACDI offrant des profils très variés *But :* Ce répertoire permet de proposer aux organismes non-gouvernementaux oeuvrant dans les divers pays du tiers-monde, des personnes qualifiées dans divers domaines professionnels. L'information recueillie permettra de constituer et d'établir un répertoire informatique grâce auquel les candidat(es) pourront être plus facilement identifié(es) lors des ouvertures dans les organismes. *Normes de conservation et de destruction :* Ces renseignements sont classés au niveau "protégé" et seront enlevés au fur et à mesure que les employés quitteront l'ACDI. *Enregistrement (SCT) :* 003420 *Numéro de fichier :* IDA PPE 805

Fichiers ordinaires
Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Autorisations sécuritaires

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Stationnement

Voyages et réinstallations

Agence de promotion économique du Canada atlantique
Chapitre 11

Fichiers particuliers

Évaluation et examen du rendement de l'employé
Description : Ce fichier contient des renseignements sur le rendement de chacun des employés en ce qui a trait aux habiletés, aptitudes et réalisations. *Catégorie de personnes :* Le fichier contient des copies des rapports d'évaluation annuels, lesquels comprennent les évaluations de l'employé, des résumés d'examens de rendement, des objectifs de travail, de formation et de perfectionnement. *But :* Les renseignements concernent tous les employés de l'APECA et ils servent à déterminer les taux annuels de rémunération et à produire des données statistiques. Le fichier sert aussi à déterminer les

par exemple, le but n'étant pas de constituer des dossiers à leur sujet. *Catégorie de personnes :* Fonctionnaires fédéraux qui ont été affectés à une mission canadienne à l'étranger. *But :* Ce fichier a pour but d'emmagasiner des renseignements détaillés sur toutes les missions canadiennes à l'étranger, y compris des dossiers traitant de la protection du personnel, de l'information et des biens du gouvernement canadien. *Normes de conservation et de destruction :* Les dossiers sont conservés indéfiniment. *Enregistrement (SCT) :* 000352 *Numéro de fichier :* AEC PPE 802

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Griefs

Harcèlement

Mesures disciplinaires

Présences et congés

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Affaires indiennes et du Nord Canada

Chapitre 8

Fichiers particuliers

Programme du réaménagement des effectifs
Description : Ce fichier contient des renseignements personnels sur les employés qui jouissent d'une priorité de dotation telle que définie dans la Loi sur l'emploi dans la Fonction publique ainsi que ceux qui ont reçu une priorité administrative de la Commission de la Fonction publique. Les renseignements contenus dans ce fichier sont : les études; les antécédents professionnels; la formation et le perfectionnement; les endroits au Canada où l'employé est prêt à déménager; le consentement à accepter un poste de niveau inférieur; et l'adresse personnelle. Le numéro d'assurance sociale peut servir à identifier les employés. Ces renseignements sont recueillis par l'intermédiaire de questionnaires, d'entrevues ou de curriculum vitae. *Catégorie de personnes :* Employés du Ministère. *But :* Ce fichier fournit aux agents du personnel la documentation qui facilitera le placement à travers le pays des employés jouissant d'une priorité de dotation au sein de la Fonction publique du Canada. Il sert aussi à étayer les décisions relatives au placement d'employés prioritaires à des postes au sein du Ministère ou dans d'autres ministères et agences. *Normes de conservation et de destruction :* Les dossiers sont conservés pendant trois ans après le placement de l'employé jouissant d'une priorité de dotation. *No. APC :* 85-001 *Renvoi au dossier # :* AIN DRH 921 *Enregistrement (SCT) :* 002541 *Numéro de fichier :* AIN PPE 801

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Garderie en milieu de travail

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Primes d'encouragement

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

travail, le traitement, le régime de retraite, la cessation d'emploi, la formation et les déplacements des employés recrutés sur place par les missions canadiennes à l'étranger. *Catégorie de personnes :* Employés recrutés sur place par les missions canadiennes à l'étranger. *But :* Ce fichier a pour but d'emmagasiner des renseignements concernant l'administration relative aux employés recrutés sur place par les missions canadiennes dans les pays hôtes. *Normes de conservation et de destruction :* Les dossiers conservés dans les missions sont détruits six mois après le départ d'un employé. L'administration centrale conserve les dossiers conformément à la politique ministérielle applicable. *Enregistrement (SCT) :* 000351 *Numéro de fichier :* AEC PPE 801

Langues officielles

Description : Ce fichier contient les inscriptions aux cours et des renseignements relatifs aux présences; des demandes de formation linguistique comprenant des données personnelles de base utilisées à des fins d'identification, comme la première langue officielle de l'employé, sa date de naissance et son numéro d'assurance sociale; les résultats des évaluations de langue seconde (ELS); les certificats de formation et la correspondance concernant les qualifications de l'employé en matière de langues officielles. Le fichier peut également comprendre un double du formulaire destiné au Système d'information sur les langues officielles (SILO) et au Module de formation linguistique (MFL). Les examens linguistiques, les dossiers concernant la formation et les exemptions sont joints au dossier personnel de l'employé. On trouve également des données semblables dans les fichiers particuliers de la Commission de la Fonction publique et du Secrétariat du Conseil du Trésor. *Catégorie de personnes :* Employés du Ministère. *But :* Ce fichier a pour but de fournir de la documentation nécessaire à l'administration des politiques en matière de langues officielles relatives aux employés de la Fonction publique fédérale. Il vise à justifier et à étayer les décisions touchant les qualifications en matière de langues officielles et les épreuves linguistiques, ainsi qu'à justifier le besoin en formation linguistique et à confirmer les réalisations des employés. *Usages compatibles :* Étayer et justifier les décisions concernant chaque employé, en matière de dotation, d'admissibilité à la prime au bilinguisme, de mutations et de promotions; déterminer le statut linguistique de l'employé et de vérifier l'administration des programmes relatifs aux langues officielles. L'accès à cette banque de données est bilingue. *Normes de conservation et de destruction :* Les dossiers sont détruits deux ans après la date de la dernière justification. *Enregistrement (SCT) :* 000358 *Numéro de fichier :* AEC PPE 803

Programme d'équité en matière d'emploi

Description : Ce fichier contient des renseignements personnels sur les employés, notamment sur leurs études, leurs antécédents professionnels et leurs projets de carrière, leur formation et leur perfectionnement; les renseignements sont recueillis au moyen de questionnaires ou d'entrevues, ou compilés à partir des dossiers des employés ou des systèmes de données automatisés. Les répondants doivent indiquer s'ils sont autochtones, s'ils souffrent d'un handicap permanent ou s'ils font partie d'un groupe minoritaire visible. Le numéro d'assurance sociale ou un numéro d'employé peut servir à identifier les employés lorsque les ministères et organismes fédéraux ne peuvent utiliser un questionnaire anonyme ou lorsqu'il est nécessaire d'avoir ces indicatifs afin de pouvoir trouver le dossier de l'employé. *Catégorie de personnes :* Employés du Ministère. *But :* Ce fichier contient toute la documentation nécessaire à la mise en oeuvre de la politique d'équité en matière d'emploi pour tous les ministères et organismes fédéraux assujettis à l'annexe 1 de la partie 1 de la Loi sur les relations de travail dans la Fonction publique. Le fichier permet d'avoir toutes les données au sujet des employés, présentées selon leur sexe et leur groupe cible (femmes, autochtones, handicapés physiques et mentaux et membres de minorités visibles). Ces renseignements sont utilisés pour réaliser un profil personnel des employés et comparer la situation des membres des groupes cibles avec celle des autres groupes au sein d'une institution fédérale et avec celle des groupes équivalents sur le marché du travail. Le numéro d'assurance sociale ou le numéro de l'employé peut servir à établir un lien entre les renseignements contenus dans ce fichier et ceux conservés dans un autre fichier comprenant des renseignements sur les employés (par exemple, le Système d'information pour la gestion du personnel) et ce, à des fins statistiques et lorsque la conservation de tels renseignements est conforme aux usages pour lesquels les renseignements personnels ont été recueillis. *Usages compatibles :* Les renseignements recueillis sont utilisés dans le cadre des programmes d'équité en matière d'emploi du gouvernement, afin de déterminer s'il y a discrimination systémique dans l'embauche et de l'éliminer s'il y a lieu, d'évaluer les progrès du programme et d'introduire des mesures temporaires spéciales qui permettront aux groupes cibles d'être admis et d'être représentés d'une manière équitable au sein de la fonction publique fédérale. Les renseignements peuvent également être utilisés pour l'établissement des politiques et la planification concernant l'équité en matière d'emploi. *Normes de conservation et de destruction :* Les critères de destruction pour les documents contenus dans ce fichier n'ont pas encore été établis. *Enregistrement (SCT) :* 000370 *Numéro de fichier :* AEC PPE 805

Sécurité personnelle et fiabilité des employés du ministère des Affaires étrangères et du Commerce international

Description : Ce fichier contient des renseignements détaillés sur toutes les missions canadiennes à l'étranger, y compris des dossiers traitant de la protection du personnel, de l'information et des biens du gouvernement. Les renseignements contenus dans le fichier proviennent des employés du gouvernement fédéral et de tiers au Canada et à l'étranger. Le nom des employés ne figure qu'accessoirement, à titre de source,

Affaires étrangères et Commerce international Canada

Chapitre 7

Fichiers centraux

Gestion du personnel : nominations d'employés n'appartenant pas au ministère des Affaires étrangères et du Commerce international
Description : Ce fichier contient des dossiers sur les personnes qui ont été affectées à une mission à l'étranger ainsi que des renseignements quant à leur nomination, à leurs caractéristiques personnelles et aux arrangements administratifs pris à leur intention en prévision de l'affectation. *Catégorie de personnes :* Fonctionnaires fédéraux qui ne travaillent pas au ministère des Affaires étrangères et du Commerce international (MAECI) et qui ont été affectés à une mission à l'étranger. *But :* Ce fichier a pour but d'emmagasiner des renseignements portant sur les principes et méthodes applicables à l'affectation à une mission diplomatique canadienne à l'étranger de fonctionnaires fédéraux qui ne travaillent pas au MAECI. *Normes de conservation et de destruction :* Les renseignements sont conservés en mémoire pendant deux ans après la fin de l'affectation, puis ils sont détruits. *Enregistrement (SCT) :* 000350 *Numéro de fichier :* AEC PCE 701

Fichiers particuliers

En 1990, le Ministère a commencé à élaborer une base de données électronique complète de banques de renseignements personnels concernant ses employés permutants et non permutants. Le système, connu sous le nom d'INFONNEL (Information/Personnel), regroupera les banques de données existantes en un système tout en continuant d'appliquer à certaines données le principe de l'accès sélectif. La base de données intégrée est nécessaire pour une administration efficace, notamment du service permutant. Les banques touchées, dans la mesure où elles s'appliquent au personnel permutant, sont AEC PPE 802, AE PP 803, AEC PPE 804, AEC PPE 805, AEC PPE 806, AEC PPU 045, et les banques standards AEC PSE 901, PSE 902, PSE 903, PSE 904, PSE 910, PSE 911, PSE 913, PSE 915; le nom «INFONNEL» suit le titre de chaque banque.

Évaluation du rendement
Description : Ce fichier contient des évaluations, des rapports et de la correspondance concernant le rendement de l'employé au travail (habiletés, aptitudes, réalisations et intérêts). *Catégorie de personnes :* Employés du Ministère. *But :* Ce fichier contient des renseignements concernant le niveau de rendement de chacun des employés des ministères et organismes fédéraux. Il vise à déterminer le rendement de chacun des employés, et à faciliter les décisions en ce qui a trait aux besoins de formation et de perfectionnement, aux approbations de la rémunération au rendement, aux augmentations annuelles, au maintien en fonction, à la prolongation de la période de stage et au renvoi pendant un stage. *Usages compatibles :* Étayer les décisions ayant trait aux promotions, aux mutations, aux rétrogradations, à l'aide aux employés, aux mesures disciplinaires et à la cessation d'emploi. *Normes de conservation et de destruction :* Pour le groupe exécutif et les agents permutants, les évaluations sont gardées pour toute la durée de l'emploi, et transférées ensuite aux Archives nationales du Canada. Les dossiers sont conservés pendant une période de dix ans pour les employés qui sont inscrits dans le Système d'information des ressources de gestion et pendant une période de trois ans pour les autres employés. Après cette période, les dossiers sont détruits. *Enregistrement (SCT) :* 000364 *Numéro de fichier :* AEC PPE 804

Formation et perfectionnement
Description : Ce fichier contient des renseignements personnels, notamment les demandes de formation et les évaluations subséquentes; le numéro d'assurance sociale; les résultats des examens et certificats; les dossiers concernant le paiement des frais; la correspondance relative à la participation des employés à des cours de formation et de perfectionnement parrainés par le gouvernement ou par des organismes privés. Il convient de signaler que les dossiers relatifs à la participation et aux résultats obtenus sont joints aux dossiers personnels des employés et que l'on trouve dans le fichier concernant les évaluations de rendement les renseignements touchant les besoins en perfectionnement de chaque employé. *Catégorie de personnes :* Le fichier se rapporte aux employés de l'institution. *But :* Il a pour but de fournir de la documentation pour l'administration des programmes de formation et de perfectionnement au sein des ministères et organismes fédéraux. *Usages compatibles :* Le fichier sert aussi à approuver et à inscrire la participation des employés à des cours de formation et de perfectionnement et à confirmer les réalisations des employés. *Normes de conservation et de destruction :* Les dossiers sont gardés pour la durée de l'emploi, plus un an, jusqu'à ce que les dossiers du personnel soient automatisés, après quoi les dossiers de plus de trois ans seront détruits. *Enregistrement (SCT) :* 002507 *Numéro de fichier :* AEC PPE 806

Gestion du personnel : employés recrutés sur place
Description : Ce fichier contient des données sur les nominations, les évaluations, la classification, le lieu de

rémunération et aux avantages; à la formation et au perfectionnement; à l'hygiène et à la sécurité professionnelles; aux langues officielles; à la discipline; au niveau de sécurité; et lorsque les renseignements touchant un domaine peuvent influer sur une décision prise dans un autre domaine. Dans les cas susmentionnés, le fichier contient des renseignements succincts et connexes à des renseignements plus détaillés trouvés dans d'autres fichiers. Ces renseignements peuvent être utilisés, en autant que ce soit d'une manière conforme aux usages prévus, afin d'assurer que les mesures prises en matière de personnel au sein de l'Administration soient coordonnées dans le meilleur intérêt de l'employé et de l'employeur. L'Administration exerce le contrôle sur le dossier personnel du pilote à son emploi. Ce fichier renferme des renseignements concernant les caractéristiques personnelles, notamment l'âge et le sexe; le numéro d'assurance sociale; l'adresse domiciliaire; la citoyenneté; les études (diplômes, certificats et bulletins); les emplois antérieurs non gouvernementaux, le curriculum vitae et les références; l'emplacement de l'organisme ou du ministère; les nominations, les mutations, les promotions et les rétrogradations; les périodes d'emploi, notamment les stages, les mises à pied et la durée de l'emploi; la classification, notamment les niveaux, les titres et les traitements; les pensions et les assurances, notamment les noms des bénéficiaires. On peut également y trouver, le cas échéant, des renseignements concernant le service militaire, y compris les périodes et les domaines de service; les exclusions des négociations collectives, notamment le statut d'un employé désigné et l'identification d'un agent de négociation; les réalisations professionnelles, y compris les publications, les brevets et les primes; la fin de l'emploi, notamment les certificats et les raisons du départ de l'employé. Le dossier individuel d'un employé comprend des résumés de décisions concernant la dotation; les présences et les congés; la rémunération et les avantages; la formation et le perfectionnement; les décisions concernant les indemnités et l'aptitude au travail; les langues officielles; la discipline; et les autorisations sécuritaires. On trouve toutefois les renseignements principaux concernant ces sujets dans les fichiers ordinaires décrits à la prochaine rubrique. Il se peut que le dossier individuel de l'employé ne comprenne pas les renseignements personnels utilisés pour prendre des décisions dans les domaines susmentionnés. Ce fichier a pour but de fournir de la documentation et de donner des autorisations pour les nominations, les mutations, les promotions, les rétrogradations, la fin de l'emploi et les pensions de retraite. Il sert également à identifier les décisions relatives à la dotation, aux présences et aux congés; à la rémunération et aux avantages; à la formation et au perfectionnement; à l'hygiène et à la sécurité professionnelles; aux langues officielles; à la discipline; aux autorisations sécuritaires ainsi qu'à la vérification des références professionnelles. Ces renseignements servent également aux divers régimes d'assurance-maladie provinciaux; aux assureurs de groupe; aux syndicats (retenue des cotisations); et au ministère de la Santé nationale et du Bien-être social et au ministère des Approvisionnements et Services Canada (aux fins des pensions). Les dossiers sont conservés par l'Administration un an après la fin de l'emploi, puis sont mis sur micro-fiche. Les dossiers personnels sont conservés de façon permanente par l'Administration. *Numéro de fichier :* APP PPE 802

Registre de pilotes à l'emploi de l'Administration
Description : Ce fichier, établit sous forme d'un manuel intitulé Pilot's Establishment Book (Dossier de l'effectif de l'Administration), renferme une liste alphabétique et une documentation sur les caractéristiques physiques, les permis, les certificats et les accidents des pilotes. Les personnes qui désirent consulter leur propre dossier doivent indiquer leur nom et leur numéro de pilote. Ces renseignements portent sur les pilotes employés par l'Administration et ont été obtenus aux termes de la Loi sur le pilotage. Le fichier contient des renseignements sur tous les pilotes à l'emploi de l'Administration, par exemple le nom et l'âge, le dossier médical, les caractéristiques physiques, les licences, les certificats, les qualifications ainsi qu'un historique des accidents et incidents. Les renseignements sont conservés indéfiniment. *No. APC :* 85-001 *Numéro de fichier :* APP PPE 801

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Présences et congés

Rémunération et avantages

Administration du pipe-line du Nord Canada

Chapitre 6

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Dossier personnel d'un employé

Présences et congés

Rémunération et avantages

Voyages et réinstallations

adresse. *Enregistrement (SCT) :* 002998 *Numéro de fichier :* PGL PPE 805

Membres du conseil d'administration de l'APGL
Description : L'information que renferme cette banque comprend les curriculum vitae des membres, les décrets au moyen desquels les membres ont été nommés au Conseil, la correspondance et les demandes de remboursement des frais de déplacement. *But :* L'information sert à remplir les demandes de remboursement des frais de déplacement et à la rémunération des membres. *Normes de conservation et de destruction :* Les dossiers sont conservés pendant sept ans. *Enregistrement (SCT) :* 002999 *Numéro de fichier :* PGL PPE 810

Registre des pilotes
Description : Ce fichier permet de tenir un registre des certificats ainsi que des titres et qualités requis aux termes de la Loi sur le pilotage. Il contient des informations sur les caractéristiques physiques, les permis, les certificats et les accidents et incidents des pilots Les dossiers sont conservés indéfiniment. *No. APC :* 85-001 *Numéro de fichier :* PGL PPE 801

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Dossier personnel d'un employé

Rémunération et avantages

Administration de pilotage des Laurentides Canada

Chapitre 4

Fichiers particuliers

Registre des pilotes à l'emploi de l'Administration
Description : ce fichier renferme des informations sur les caractéristiques physiques, les brevets, les certificats et les incidents maritimes. *Catégorie de personnes :* pilotes et apprentis-pilotes de l'Administration de pilotage des Laurentides *But :* tenir un registre des certificats ainsi que des titres et des qualités requis aux termes de la Loi sur le pilotage. *Normes de conservation et de destruction :* les renseignements sont conservés dans nos locaux deux (2) ans à compter de la date à laquelle le pilote ou apprenti-pilote cesse ses fonctions pour être ensuite acheminés aux Archives nationales. *Enregistrement (SCT) :* 003684 *Numéro de fichier :* APL PPE 801

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Cartes d'identification et laissez-passer

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Langues officielles

Mesures disciplinaires

Présences et congés

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Administration de pilotage du Pacifique Canada

Chapitre 5

Fichiers particuliers

Dossier personnel d'un employé
Description : Ce fichier contient le dossier sommaire de toutes les périodes d'emploi d'un pilote au sein de l'Administration. Ce dossier est conservé afin de faciliter l'administration du personnel. Les renseignements contenus dans les dossiers d'un employé peuvent être utilisés aux fins suivantes : prendre des décisions ayant trait à la dotation; aux présences et aux congés; à la

Enregistrement (SCT) : 002830 *Numéro de fichier :* VMS PPE 806

Registres du Régime de Pension
Description : Ce fichier contient des renseignements personnels reliés au Régime de Pension. *Catégorie de personnes :* Employés de l'institution. *But :* Le but est de rapporter les remises de fonds à la caisse de retraite des employés pendant l'année, basées sur leurs retenues salariales. *Usages compatibles :* Le Ministère des Approvisionnements et Services, Direction des pensions de retraite, vérifie que le total des retenues concorde avec le total des remises de fonds. *Normes de conservation et de destruction :* Sept ans. *Enregistrement (SCT) :* 002831 *Numéro de fichier :* VMS PPE 807

Registres fiscaux
Description : Ce fichier contient des renseignements personnels reliés aux salaires et diverses retenues salariales, incluant les impôts, sur les employés et certains retraités de l'institution. *Catégorie de personnes :* Employés et retraités de l'institution. *But :* Le but est de se conformer aux exigences de Revenu Canada — Impôt. *Usages compatibles :* Afin d'établir le revenu et impôts de chaque individu. *Normes de conservation et de destruction :* Six ans. *Enregistrement (SCT) :* 002832 *Numéro de fichier :* VMS PPE 808

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Voyages et réinstallations

Administration de pilotage de l'Atlantique Canada

Chapitre 2

Fichiers particuliers

Registre des pilotes
Description : Le fichier a pour but de tenir un registre des certificats ainsi que des titres et qualités requis aux termes de la Loi sur le pilotage. Il contient des informations sur les caractéristiques physiques, les licences, les certificats et les accidents. Les dossiers sont conservés indéfiniment. *Numéro de fichier :* APA PPE 801

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Dossier personnel d'un employé

Rémunération et avantages

Sécurité et santé au travail

Administration de pilotage des Grands Lacs Canada

Chapitre 3

Fichiers particuliers

Dossiers des employés
Description : Ces dossiers contiennent des renseignements généraux sur les personnes qui sont au service de l'Administration, et peuvent aussi renfermer des informations sur ce qui suit : Assiduité et congés; discipline; griefs; cartes d'identité et laissez-passer pour l'immeuble; langues officielles; évaluations du rendement; dotation en personnel; formation et perfectionnement; déplacements et déménagements. *Normes de conservation et de destruction :* Les dossiers sont conservés pendant sept ans. Toute personne voulant consulter ces dossiers devra fournir son nom et son

Administration de la voie maritime du Saint-Laurent
Chapitre 1

Fichiers particuliers

Conflits d'intérêt
Description : Ce fichier contient des divulgations volontaires faites par les employés concernant des situations potentielles de conflit d'intérêt, des rapports d'enquête, ainsi que la correspondance concernant les conflits d'intérêt potentiels et réels entre les fonctions officielles des employés et leurs intérêts privés ou les valeurs immobilières qu'ils possèdent. *Catégorie de personnes :* Employés de l'institution. *But :* Ce fichier contient des renseignements concernant des situations de conflit d'intérêt potentiel ou réel pour les employés des ministères et organismes fédéraux. Il sert à consigner les conflits d'intérêt potentiels et à résoudre les situations réelles de conflit d'intérêt. *Usages compatibles :* Étayer les décisions touchant les mutations, les mesures disciplinaires et la fin de l'emploi. *Normes de conservation et de destruction :* Les dossiers sont détruits deux ans après que la situation reliée à un conflit d'intérêt potentiel est réglée ou que l'on a résolu le cas où il y avait effectivement conflit. *No. APC :* 85-001 *Enregistrement (SCT) :* 000663 *Numéro de fichier :* VMS PPE 802

Griefs
Description : Ce fichier contient les griefs présentés par les employés et par les représentants des unités de négociation; les accusés de réception et les réponses de la direction; les témoignages; les opinions juridiques; les rapports d'enquête et d'analyse; les descriptions de poste nécessaires lors de griefs sur la classification et toute la correspondance échangée au sujet des griefs. *Catégorie de personnes :* Employés de l'institution *But :* Ce fichier a pour but de consigner les renseignements utilisés à tous les paliers de règlement des griefs jusqu'après l'étape d'arbitrage. *Usages compatibles :* Les renseignements contenus dans ce fichier sont utilisés exclusivement pour consigner et, le cas échéant, aider à résoudre les griefs à tous les paliers de la procédure jusqu'après l'étape d'arbitrage. *Normes de conservation et de destruction :* Les dossiers sont détruits après une période de trois ans suivant la date de règlement du grief ou la date à laquelle un arbitre a rendu sa décision. *No. APC :* 85-001 *Enregistrement (SCT) :* 000651 *Numéro de fichier :* VMS PPE 803

Laissez-passer — pont
Description : Ce fichier contient une liste des noms des individus à qui un permis a été remis, et d'en enrégistrer leur taux d'utilisation. *Catégorie de personnes :* Employés de l'Administration. *But :* Ce fichier a pour but de conserver des noms de particuliers à qui un permis a été remis, et d'en enregistrer leur taux d'utilisation. Le fichier est informatisé. Les personnes qui désirent consulter le fichier doivent fournir leur nom. *Normes de conservation et de destruction :* Les dossiers sont conservés cinq ans après l'annulation ou le non-renouvellement. *No. APC :* 85-001 *Enregistrement (SCT) :* 000641 *Numéro de fichier :* VMS PPE 801

Précompte des cotisations syndicales
Description : Le fichier contient un rapport détaillé annuel relié aux retenues salariales comme cotisations syndicales. *Catégorie de personnes :* Employés syndiqués de l'institution. *But :* Le but est d'établir le montant de cotisation syndicale qui sera payé par chaque employé dont le syndicat est affilié à la "La Fraternité Canadienne des Cheminots, Employés des Transports et Autres Ouvriers" (FCCET et AO) pendant l'année qui suit toute augmentation générale des salaires. *Usages compatibles :* L'information est envoyée à la FCCET et AO dans le but énoncé ci-dessus. *Normes de conservation et de destruction :* Deux ans. *Enregistrement (SCT) :* 002829 *Numéro de fichier :* VMS PPE 805

Primes d'encouragement
Description : Ce fichier comporte des renseignements au sujet d'employés qui ont été identifiés pour le Régime de Primes d'Encouragement (long service) du Gouvernement Fédéral de même que celui de l'institution. Ces renseignements peuvent comprendre le numéro d'employé et la date d'embauche. Ce fichier contient également les registres des bénéficiaires de prime de long service. *Catégorie de personnes :* Employés de l'institution. *But :* Afin d'identifier les individus admissibles aux primes selon le régime des primes d'encouragement du gouvernement fédéral (long service) et aussi le programme de prime pour long service de l'institution. *Usages compatibles :* Voir la section "But" ci-dessus. *Normes de conservation et de destruction :* Les fichiers opérationnels sont conservés pendant une période minimale de deux ans, puis détruits; les fichiers financiers sont conservés pendant six ans, puis détruits; et les fichiers créant des précédents sont conservés pendant 15 ans, puis détruits. *Enregistrement (SCT) :* 002828 *Numéro de fichier :* VMS PPE 804

Rapports des assurances de la Confédération
Description : Ce fichier contient des renseignements personnels reliés aux couvertures de diverses assurances sur chacun des employés. *Catégorie de personnes :* Employés de l'institution. *But :* La Confédération, compagnie d'assurance-vie, utilise l'information pour déterminer les primes mensuelles pour les assurances suivantes : Vie, Maladie, Longue invalidité *Usages compatibles :* Voir "But" ci-dessus. *Normes de conservation et de destruction :* Deux ans.

Canada conserve des dossiers, concernant les employés, y compris des dossiers médicaux; les demandes d'indemnisation et la correspondance connexe; et des dossiers touchant les sommes déboursées. La Direction des services médicaux de Santé Canada conserve, sous le sceau de la confidentialité médicale, les dossiers d'examen de santé, et tous les renseignements médicaux personnels. Pour les renseignements au sujet des accidents de véhicule voir le fichier ordinaire nº 908. ***Catégorie de personnes :*** Employés de l'institution. ***But :*** Ce fichier a pour but de fournir de la documentation nécessaire à l'administration des programmes de sécurité et de santé au travail au sein des ministères et organismes gouvernementaux, notamment la prévention des accidents, la protection de la santé et les autorisations de congés et d'indemnités touchant les lésions et les maladies professionnelles. Il vise à consigner tous les détails se rapportant à la sécurité et à la santé au travail ainsi que les causes d'accidents et de lésions, afin de prévenir les accidents, d'assurer la protection de la santé, et de permettre l'administration efficace de chaque programme de sécurité et d'hygiène au sein des organismes et ministères. ***Usages compatibles :*** Étayer les décisions connexes aux compensations destinées aux travailleurs et aux congés d'accident du travail; servir de moyen permettant de prévenir les lésions, les maladies et les incapacités subséquentes qui découlent des conditions de travail ou qui sont aggravées par celles-ci; assurer que des individus sujets à certains risques professionnels déterminés soient en mesure de continuer à travailler sans préjudice pour leur santé, leur sécurité ou celle des autres; et établir des conditions qui permettront à certains individus qui souffrent de maladies ou d'incapacités de continuer à travailler dans des conditions contrôlées. ***Normes de conservation et de destruction :*** Les dossiers se rapportant aux premiers soins doivent être conservés pendant une période de cinq ans; les rapports d'enquête sur les maladies ou les lésions professionnelles et les accidents incluant le rapport d'enquête du superviseur sur les accidents et la correspondance s'y rattachant, doivent être conservés pendant deux ans et, pendant dix ans, pour les rapports spécifiés. Quant aux dossiers conservés par Développement des ressources humaines Canada et par Santé Canada, ils doivent être conservés pour les périodes mentionnées dans la description des fichiers pertinents. ***Numéro de fichier :*** POE 907

Stationnement

Description : Ce fichier contient les demandes de permis et la correspondance concernant le stationnement de véhicules à moteur dans les lieux qui sont loués par l'État ou qui lui appartiennent. Le fichier touchant la rémunération et les avantages renferme les dossiers se rapportant aux déductions pour le paiement des frais de stationnement, tandis que les dossiers portant sur les infractions de stationnement sont conservés par la Gendarmerie royale du Canada. ***Catégorie de personnes :*** Employés de l'institution. ***But :*** Ce fichier a pour but d'emmagasiner des renseignements concernant l'administration des privilèges accordés en matière de stationnement. ***Usages compatibles :*** Émettre les permis de stationnement. ***Normes de conservation et de destruction :*** Les dossiers sont détruits deux ans après l'expiration du permis. ***Numéro de fichier :*** POE 914

Vérification de la fiabilité

Description : Ce fichier contient des renseignements qu'ont rassemblés des institutions fédérales lorsqu'elles ont procédé, conformément à la politique du gouvernement du Canada sur la sécurité, à des vérifications de la fiabilité de personnes travaillant ou demandant à travailler dans leurs services en vertu d'une nomination, d'une affectation ou d'un contrat. Le fichier renferme des données sur les études, les qualités professionnelles, les antécédents professionnels, les casiers judiciaires et, le cas échéant, la solvabilité des personnes ainsi que d'autres renseignements personnels. ***Catégorie de personnes :*** Les personnes travaillant ou demandant à travailler au gouvernement fédéral en vertu d'une nomination, d'une affection ou d'un contrat. ***But :*** Confirmer l'identité des gens et déterminer s'ils sont dignes de confiance pour exécuter leurs tâches avec fiabilité et honnêteté. ***Usages compatibles :*** Étayer les décisions se rapportant à des mutations, à des promotions, à des mesures disciplinaires et à la cessation d'emploi. ***Normes de conservation et de destruction :*** Les renseignements contenus dans ce fichier sont détruits deux ans après le départ de l'employé qui a fait l'objet de la vérification. ***Numéro de fichier :*** POE 921

Voyages et réinstallations

Description : Ce fichier renferme les autorisations, les avances, les demandes de remboursement, les reçus, les préparatifs de voyage, les itinéraires et la correspondance concernant les déplacements, les réinstallations ou les affectations à l'étranger des employés. ***Catégorie de personnes :*** Employés de l'institution. ***But :*** Ce fichier a pour but d'emmagasiner des renseignements concernant les voyages, les réinstallations et les affectations à l'étranger des fonctionnaires. ***Usages compatibles :*** Approuver les questions de voyage et de réinstallation ainsi que les affectations à l'étranger, les avances et les demandes de remboursement. ***Normes de conservation et de destruction :*** Les dossiers sont détruits six ans après l'exercice financier durant lequel il y a eu règlement des frais de voyage ou de réinstallation. ***Numéro de fichier :*** POE 913

Programme d'équité en matière d'emploi
Description : Ce fichier contient des renseignements personnels sur les employés, notamment sur leurs études; leurs antécédents professionnels et leurs projets de carrière; leur formation et leur perfectionnement. Tous ces renseignements ont été recueillis au moyen de questionnaires ou d'entrevues, ou compilés à partir de leurs dossiers ou des systèmes de données automatisés. Les répondants, qui sont libres de fournir ces renseignements, indiquent leur sexe et s'ils sont autochtones, handicapés ou font partie d'une minorité visible. Le numéro d'assurance sociale peut servir à identifier les employés lorsque les ministères et organismes fédéraux ne peuvent pas utiliser un questionnaire anonyme ou lorsqu'il est nécessaire d'avoir ces indicatifs afin de pouvoir trouver le dossier de l'employé. *Catégorie de personnes :* Employés de l'institution. *But :* Ce fichier contient toute la documentation nécessaire à la mise en oeuvre de la politique relative à l'équité en matière d'emploi pour tous les ministères et organismes fédéraux assujettis à l'annexe 1 de la Partie 1 de la Loi sur les relations de travail dans la Fonction publique. C'est grâce à ces renseignements qu'il est possible d'avoir toutes les données au sujet des employés, présentées selon leur sexe et leur groupe cible (femmes, autochtones et personnes handicapées et personnes faisant partie de minorités visibles). Ces renseignements sont utilisés afin de réaliser un profil personnel des employés et de comparer la situation des membres des groupes cibles avec celles des autres groupes au sein des ministères et organismes fédéraux et avec leurs homologues sur le marché du travail. Le numéro d'assurance sociale ou le numéro de l'employé peut servir à établir un lien entre les renseignements contenus dans ce fichier et ceux conservés dans un autre fichier comprenant des renseignements sur les employés (par exemple, le Système d'information pour la gestion du personnel) et ce, à des fins statistiques et lorsque la conservation de tels renseignements est conforme aux usages pour lesquels les renseignements personnels ont été recueillis. Il est possible d'obtenir des données d'auto-identification dans les fichiers ministériels Dotation (POE 902) et Formation et perfectionnement (POE 905). *Usages compatibles :* Le ministère peut recueillir des données à des fins statistiques, pour obtenir des renseignements sur les employés, ou encore à ces deux fins. Les renseignements personnels ne sont versés dans le Fichier de données sur les groupes visés par l'équité en matière d'emploi (SCT PCE 706) qu'à des fins statistiques. Les renseignements recueillis sont utilisés dans le cadre des programmes d'équité en matière d'emploi du gouvernement, afin de déterminer s'il y a discrimination systémique dans l'embauche, de l'éliminer s'il y a lieu et d'introduire des mesures temporaires spéciales qui permettront aux groupes cibles d'être admis et d'être représentés d'une manière équitable au sein de la Fonction publique fédérale. Les renseignements peuvent également être utilisés à l'élaboration et à la mise en oeuvre de la politique connexe à l'équité en matière d'emploi. *Normes de conservation et de destruction :* Les critères de destruction pour les documents contenus dans ce fichier n'ont pas encore été établis. *Numéro de fichier :* POE 918

Rémunération et avantages
Description : Ce fichier contient les certifications nécessaires pour la rémunération, les indemnités et les déductions et présente des renseignements au sujet du traitement et des avantages pour chaque employé y compris le numéro d'assurance sociale, ainsi que la correspondance connexe à l'administration de la paye et des avantages. Le fichier peut également comprendre des dispositions concernant les fonds relatifs à la saisie-arrêt et la distraction. Le dossier touchant les gains et la pension de retraite est joint au dossier personnel de chaque employé. *Catégorie de personnes :* Employés de l'institution. *But :* Ce fichier contient de la documentation sur l'administration de la rémunération et des avantages au sein des ministères et organismes fédéraux. Il sert également à approuver le paiement des traitements et des indemnités ainsi que les retenues. Le numéro d'assurance sociale est utilisé à des fins d'identification et afin d'assurer que l'administration de la paye et des avantages soit uniforme. Il faut inscrire le numéro d'assurance sociale; toutefois, il peut y avoir des cas d'exception lorsqu'il y a des circonstances spéciales. *Usages compatibles :* Permettre la vérification et la conciliation des comptes relatifs à la paye (par exemple, la rémunération et l'admissibilité des employés) et étayer le recouvrement des trop-payés et des dettes envers la Couronne et, le cas échéant, permettre, conformément à la Loi sur la saisie-arrêt et la distraction de pensions, de procéder à la saisie-arrêt et à la distraction des fonds. *Normes de conservation et de destruction :* Les dossiers peuvent être détruits deux ans après la fin de l'exercice financier lorsqu'il s'agit de documents généraux relatifs à la paye et aux déductions et pour la correspondance connexe; toutefois, cette règle ne s'applique plus dans les cas de règlement des questions de paiement excédentaire, de perception des dettes dues à la Couronne, de mise en vigueur des mesures relatives à la saisie-arrêt et à la distraction de fonds. Dans ces cas les dossiers sont conservés jusqu'à ce que les questions de paiement excédentaire soient réglées, que la dette soit recouvrée ou que les mesures concernant la saisie-arrêt et la distraction ne soient plus en vigueur. *Numéro de fichier :* POE 904

Sécurité et santé au travail
Description : Ce fichier comprend des rapports d'enquête sur des accidents et sur des lésions ou des maladies professionnelles et la correspondance connexe, ainsi que des copies du Rapport d'enquête sur les accidents que doit remplir le superviseur; ces documents sont conservés par les organismes ou ministères au centre de responsabilité approprié. Conformément à la politique du Conseil du Trésor, le ministère ou organisme conserve également des dossiers sur les premiers soins administrés. Développement des ressources humaines

l'employé en matière de langues officielles. Le fichier peut également comprendre un double de la formule destinée au Système d'information sur les langues officielles (SILO) et au Module de formation linguistique (MFL). Les examens linguistiques, les dossiers concernant la formation et les exemptions sont joints au dossier personnel de l'employé. On trouve également des données semblables dans les fichiers particuliers de la Commission de la Fonction publique et du Secrétariat du Conseil du Trésor. ***Catégorie de personnes :*** Employés de l'institution. ***But :*** Ce fichier a pour but de fournir de la documentation nécessaire à l'administration des politiques en matière de langues officielles relatives aux employés de la Fonction publique fédérale. Il vise à justifier et à étayer les décisions touchant les qualifications en matière de langues officielles et les épreuves linguistiques, ainsi qu'à justifier le besoin en formation linguistique et à confirmer les réalisations des employés. ***Usages compatibles :*** Étayer et justifier les décisions concernant chaque employé, en matière de questions de dotation, d'admissibilité à la prime au bilinguisme, de mutations et de promotions. Il permet également de déterminer le statut linguistique de l'employé et de vérifier l'administration des programmes relatifs aux langues officielles. ***Normes de conservation et de destruction :*** Les dossiers sont détruits deux ans après la date de la dernière justification. ***Numéro de fichier :*** POE 906

Mesures disciplinaires

Description : Ce fichier contient des avis de mesures disciplinaires et la correspondance échangée au sujet de l'inconduite d'un employé; les témoignages; les opinions juridiques; les enquêtes se rapportant à des cas d'inconduite possible et le rapport d'analyse qui résulte de ces enquêtes. Il est important de signaler que les avis de mesures disciplinaires peuvent être joints au dossier personnel de l'employé. ***Catégorie de personnes :*** Employés de l'institution. ***But :*** Ce fichier contient des renseignements utilisés lors des mesures disciplinaires prises dans les ministères et organismes fédéraux. Il sert également à déterminer s'il y a lieu de prendre des mesures disciplinaires et, dans ce cas, à déterminer la nature de ces mesures. ***Usages compatibles :*** Étayer les décisions relatives à la rémunération et aux avantages; aux présences et aux congés; aux mutations, aux rétrogradations et à la fin de l'emploi. ***Normes de conservation et de destruction :*** En ce qui a trait à la correspondance connexe aux enquêtes, aux témoignages et aux opinions juridiques, les dossiers sont conservés pendant une période de cinq ans si l'employé a été trouvé coupable d'inconduite et seulement pour trois ans lorsque l'employé a été jugé non coupable. Quant aux avis relatifs aux mesures disciplinaires, y compris les avis qui ont été joints au dossier personnel de l'employé, le délai de conservation est celui qui est mentionné dans les conventions collectives pertinentes. Lorsqu'il n'y a aucune convention, les dossiers sont conservés pendant une période de trois ans suivant la date à laquelle la mesure disciplinaire a été prise, pourvu qu'aucune autre mesure n'ait été prise depuis à l'égard de l'employé concerné. Lorsque les mesures disciplinaires ont été annulées, c'est l'organisme ou le ministère qui doit voir à ce que l'on détruise immédiatement toute la documentation connexe à la mesure en cause. ***Numéro de fichier :*** POE 911

Présences et congés

Description : Ce fichier contient des rapports sur les absences et les demandes de congé, ainsi que les certificats médicaux connexes à un congé de maladie. Sur tous ces documents, on doit inscrire le numéro d'assurance sociale, afin de vérifier l'identité de l'individu; on doit également joindre la correspondance connexe aux présences et congés. Toutefois, il n'est pas nécessaire d'inscrire le numéro d'assurance sociale pour chaque type de données. Le dossier annuel portant sur les congés et les présences est joint au dossier personnel d'un employé. Certains renseignements relatifs aux congés et aux présences sont présentés sous forme de modules automatisés enregistrés dans des bases de données sur le personnel de l'organisme ou du ministère (systèmes présence/temps, congés et absences). ***Catégorie de personnes :*** Employés de l'institution. ***But :*** Ce fichier a pour but d'étayer l'administration des congés et des présences des employés au sein des ministères et organismes fédéraux. ***Usages compatibles :*** Consigner les congés autorisés et les jours de présence; étayer les décisions relatives à la rémunération et aux avantages, notamment en ce qui a trait aux congés et à la fin d'emploi; et déterminer quelle est l'utilisation des congés et le taux d'absentéisme. ***Normes de conservation et de destruction :*** Les dossiers sont détruits deux ans après la fin de l'exercice financier. ***Numéro de fichier :*** POE 903

Primes d'encouragement

Description : Le fichier contient des renseignements sur les fonctionnaires qui ont été nommés pour des primes, dans le cadre du Régime des primes d'encouragement du gouvernement fédéral. Ces renseignements peuvent comprendre des curriculum vitae, des descriptions à l'appui de contributions méritoires concernant leurs fonctions, ou des suggestions pratiques en vue de l'amélioration des opérations de la Fonction publique, ainsi que des rapports de recommandations, dûment remplis, concernant soit la prime au mérite ou la prime à l'initiative. ***Catégorie de personnes :*** Fonctionnaires qui ont été nommés pour des primes, dans le cadre du Régime des primes d'encouragement. ***But :*** Le fichier a pour but de déterminer les personnes qui ont été nommées pour des primes dans le cadre du Régime des primes d'encouragement du gouvernement fédéral. ***Usages compatibles :*** Les renseignements contenus dans ce fichier sont utilisés pour établir des précédents au sujet des primes et pour fournir une vérification à rebours concernant les dépenses de fonds. ***Normes de conservation et de destruction :*** Les fichiers opérationnels sont conservés pendant une période minimale de deux ans, puis détruits; les fichiers financiers sont conservés pendant six ans, puis détruits; et les fichiers créant des précédents sont conservés pendant 15 ans, puis détruits. ***Numéro de fichier :*** POE 920

et de perfectionnement suivis par un employé. ***Numéro de fichier :*** POE 905

Garderie en milieu de travail
Description : Ce fichier ordinaire renferme des renseignements recueillis à partir d'enquêtes menées par les ministères auprès de leurs employés pour évaluer la demande de garderies en milieu de travail, à partir des dossiers des garderies en milieu de travail. Ces renseignements ont été compilés dans le but de déterminer l'aide financière permanente sur laquelle pourront compter les garderies pour ce qui est de la location des locaux, et d'évaluer la politique sur les garderies. Ils peuvent comprendre des données personnelles sur l'employé ou l'utilisateur, ou encore sur ses enfants, et peuvent porter sur la demande prévue, la probabilité qu'un employé inscrive un enfant dans une garderie parrainée par le ministère et les raisons qui pourraient l'inciter à l'y inscrire. les renseignements seront communiqués volontairement et ne pourront être utilisés qu'avec le consentement des employés. ***Catégorie de personnes :*** Tous les employés des ministères et organismes fédéraux énumérés à la partie I de l'annexe I de la Loi sur les relations de travail dans la fonction publique. ***But :*** Le fichier servira à déterminer si l'intérêt et la demande sont suffisants pour que le ministère envisage réellement (étude de viabilité) la possibilité d'établir une garderie en milieu de travail. Il permettra de déterminer le niveau d'aide que le gouvernement fédéral est prêt à accorder à la garderie en ce qui concerne la location des locaux. Il servira également à évaluer la politique sur les garderies. ***Usages compatibles :*** Les renseignements contenus dans ce fichier seront utilisés pour effectuer les recherches et compiler les statistiques nécessaires à l'établissement d'une garderie. Ils permettront également d'évaluer et de surveiller la politique sur les garderies dans la fonction publique fédérale, ainsi que le niveau d'aide que le gouvernement fédéral est prêt à accorder dans le cadre de cette politique pour la location des locaux destinés aux garderies. L'information pourra être communiquée au Conseil du Trésor, au ministère, au comité constitué avec l'approbation du ministère, à un ministère gardien et au conseil d'administration de la garderie. C'est à partir de ces renseignements et de ceux tirés des fichiers mentionnés ci-dessous que le ministère pourra déterminer le nombre d'employés qui utilisent une garderie et leur profil. ***Normes de conservation et de destruction :*** La période de conservation des renseignements contenus dans ce fichier n'a pas encore été déterminée. ***Numéro de fichier :*** POE 930

Griefs
Description : Ce fichier contient les griefs présentés par les employés et par les représentants des unités de négociation; les accusés de réception et les réponses de la direction; les témoignages; les opinions juridiques; les rapports d'enquête et d'analyse; les descriptions de poste nécessaires lors de griefs sur la classification et toute la correspondance échangée au sujet des griefs. ***Catégorie de personnes :*** Employés de l'institution. ***But :*** Ce fichier a pour but de consigner les renseignements utilisés à tous les paliers de règlement des griefs, même au niveau de la Commission des relations de travail dans la Fonction publique. ***Usages compatibles :*** Les renseignements contenus dans ce fichier sont utilisés exclusivement pour consigner et, le cas échéant, aider à résoudre les griefs à tous les paliers de la procédure, y compris les renvois à la Commission des relations de travail dans la Fonction publique. ***Normes de conservation et de destruction :*** Les dossiers sont détruits après une période de trois ans suivant la date de règlement du grief ou la date à laquelle la Commission des relations de travail dans la Fonction publique a rendu sa décision. ***Numéro de fichier :*** POE 910

Harcèlement
Description : Ce fichier contient la correspondance concernant les plaintes et incidents reliés au harcèlement; les entrevues réalisées avec les plaignants et avec la personne qui a été supposément accusée de harcèlement; les entrevues avec les témoins des incidents; les sommations aux enquêtes faites par la direction; et les analyses des situations et les dossiers touchant les décisions prises au sujet d'incidents donnés. Ces renseignements doivent constituer un dossier distinct et ne pas être placés dans le dossier personnel d'un plaignant. Lorsque, à la suite d'une enquête, on convient qu'il est nécessaire de prendre une mesure disciplinaire, les renseignements doivent être transférés dans le fichier se rapportant aux mesures disciplinaires. ***Catégorie de personnes :*** Employés de l'institution. ***But :*** Ce fichier a pour but d'emmagasiner les renseignements nécessaires qui permettent le traitement de plaintes reliées au harcèlement au travail. Il sert à établir s'il y a vraiment un cas de harcèlement et, dans l'affirmative, à déterminer les mesures appropriées, en particulier des mesures disciplinaires, pour mettre fin à cette situation. ***Usages compatibles :*** À appuyer les décisions portant sur les mutations et les mesures disciplinaires et afin d'assurer l'équité du processus de l'enquête, renseignements concernant les résultats et les recommandations peuvent être divulgués au plaignant et à la personne contre laquelle une plainte a été logée. À la suite d'une plainte fondée toutes mesures disciplinaires ou administratives prises contre l'individuel peuvent aussi être divulgués au plaignant. ***Normes de conservation et de destruction :*** Les dossiers sont détruits deux ans après la dernière mesure administrative prise au sujet d'un cas donné. ***Numéro de fichier :*** POE 919

Langues officielles
Description : Ce fichier contient les inscriptions aux cours et des renseignements relatifs aux présences; des demandes de formation linguistique comprenant des données personnelles de base utilisées à des fins d'identification, comme la principale langue officielle de l'employé, sa date de naissance et son numéro d'assurance sociale; les résultats des examens de connaissance linguistique; les certificats formation et la correspondance concernant les qualifications de

administratives des renseignements en question. Quant aux dossiers relatifs à des mesures disciplinaires, la durée de conservation est mentionnée dans les conventions collectives pertinentes, ou elle est de trois ans suivant la date à laquelle les mesures disciplinaires ont été prises, autant qu'aucune autre mesure disciplinaire n'ait été prise depuis. Lorsque les mesures disciplinaires ont été annulées, c'est l'organisme ou le ministère qui voit à ce que le document touchant cette mesure soit immédiatement détruit. Pour tous les renseignements jugés de nature historique ou qui ont une valeur sur le plan des archives, c'est l'archiviste national du Canada qui décide quels dossiers seront conservés en permanence par les Archives nationales du Canada. *Numéro de fichier :* POE 901

Dotation
Description : Ce fichier contient les demandes de dotation; les descriptions de poste; les échelles de salaire; les profils de sélection; les affiches de concours; les demandes de mutation; les listes de mises à pied; les imprimés d'ordinateur relatifs au répertoire des ressources humaines; les demandes d'emploi des candidats; les listes de candidats; les évaluations des jurys de sélection, y compris les notes d'évaluation provenant du comité de dotation en personnel; les documents relatifs aux examens et à leurs résultats; les listes d'admissibilité; les offres d'emploi; les avis destinés aux candidats; les avis relatifs au droit d'appel et les documents à cet égard; la correspondance relative à la dotation faite par divers moyens, notamment par voie de concours et à l'aide du répertoire des ressources humaines. On trouve dans les dossiers du fichier une grande variété de renseignements personnels qui peuvent comprendre l'âge, le sexe, le niveau de scolarité, le numéro d'assurance sociale et les données d'auto-identification volontaire liées à l'équité en matière d'emploi. On peut également trouver des avis relatifs à des décisions de dotation dans le dossier personnel d'un employé. *Catégorie de personnes :* Employés de l'institution. *But :* Ce fichier contient des renseignements qui peuvent être utilisés pour la dotation de postes au sein des ministères et organismes fédéraux. Il est également une source de renseignements pour les programmes et les services d'équité en matière d'emploi. *Usages compatibles :* Sélectionner des candidats, doter des postes et traiter les appels relatifs aux nominations et aux promotions. Il est possible de rattacher les données d'auto-identification volontaire liées aux programmes et aux services d'équité en matière d'emploi aux données consignées dans d'autres fichiers, à condition que l'on utilise ces renseignements personnels aux fins auxquelles ils ont été recueillis. Sur demande, des renseignements peuvent être fournis à un participant à un processus de sélection conformément à la politique de la Commission de la Fonction publique (CFP) sur la «Communication de renseignements à la suite d'une sélection» en vue d'expliquer les raisons de la décision. Il faut, le cas échéant, inscrire le numéro du concours. *Normes de conservation et de destruction :* Les dossiers sont conservés pendant une période de deux ans suivant l'expiration de la liste d'admissibilité utilisée pour combler un poste et, ensuite, les dossiers sont détruits, pourvu que deux ans se soient écoulés depuis la dernière utilisation à des fins administratives des renseignements en question. *Numéro de fichier :* POE 902

Évaluation du rendement
Description : Ce fichier contient des évaluations, des rapports et de la correspondance concernant le rendement de l'employé au travail (habiletés, aptitudes, réalisations et intérêts). *Catégorie de personnes :* Employés de l'institution. *But :* Ce fichier contient des renseignements concernant le niveau de rendement de chacun des employés des ministères et organismes fédéraux. Il vise à déterminer le rendement de chacun des employés, notamment en ce qui a trait à la nécessité de donner des cours de formation et de perfectionnement, aux approbations de la rémunération au rendement, aux augmentations annuelles, au maintien en fonction, à la prolongation de la période de stage et au renvoi pendant un stage. *Usages compatibles :* Étayer les décisions ayant trait aux promotions, aux mutations, aux rétrogradations, à l'aide aux employés, aux mesures disciplinaires et à la fin de l'emploi. *Normes de conservation et de destruction :* Les dossiers doivent être conservés pendant une période de cinq ans pour tous les employés. Après cette période, les dossiers sont détruits. *Numéro de fichier :* POE 912

Formation et perfectionnement
Description : Ce fichier comprend les données suivantes : des demandes pour suivre des cours et des évaluations; le numéro d'assurance sociale; le statut de membre d'un groupe visé par l'équité en matière d'emploi; les résultats des examens et certificats; les dossiers concernant le paiement des frais; la correspondance connexe à la participation des employés à des cours de formation et de perfectionnement parrainés par le gouvernement ou par des organismes privés. Il convient de signaler que les dossiers relatifs à la participation et aux résultats obtenus sont joints aux dossiers personnels des employés et que l'on trouve dans le fichier concernant les évaluations de rendement les renseignements touchant le besoin en perfectionnement pour chaque employé en vue d'améliorer son rendement. *Catégorie de personnes :* Employés de l'institution. *But :* Ce fichier a pour but de fournir de la documentation pour l'administration des programmes de formation et de perfectionnement, y compris des programmes liés à l'équité en matière d'emploi, au sein des ministères et organismes fédéraux. *Usages compatibles :* Approuver et inscrire la participation des employés à des cours de formation et de perfectionnement et confirmer les réalisations des employés. Relier les données d'auto-identification volontaire aux renseignements consignés dans d'autres fichiers, afin de faciliter la mise en oeuvre et l'évaluation des politiques du gouvernement concernant les programmes d'équité en matière d'emploi. *Normes de conservation et de destruction :* Les dossiers peuvent être détruits deux ans après la fin des cours de formation

décrites dans l'article 26 du Code de la Fonction publique; (2) des rapports confidentiels sur les biens, les exigibilités et la participation à des activités extérieures pouvant faire l'objet de rapports confidentiels conformément au Code régissant les conflits d'intérêts et l'après-mandat; (3) des rapports d'enquêtes et de la correspondance concernant des conflits réels ou potentiels entre les intérêts privés ou les biens de l'employé et ses fonctions et responsabilités officielles. ***Catégorie de personnes :*** Employés fédéraux. ***But :*** Ce fichier renferme des renseignements (1) indiquant si l'employé a lu et compris le Code de la Fonction publique et s'engage à l'observer comme condition d'emploi; (2) indiquant s'il existe des possibilités de conflits d'intérêts pour les employés d'organismes ou ministères fédéraux; (3) qui permettent de tenir un registre des conflits d'intérêts potentiels, de résoudre les conflits d'intérêts réels, et (4) de consigner les mesures d'observation d'après-mandat qui sont requises de l'employé, y compris les décisions réduisant le délai de prescription. ***Usages compatibles :*** Résoudre des conflits d'intérêts réels et potentiels et appuyer les décisions prises au sujet des mutations, des mesures disciplinaires et des cessations d'emploi si des conflits d'intérêts existent. Permettre aux agents désignés de déterminer si un ancien fonctionnaire respecte les mesures d'observation d'après-mandat qui lui sont applicables. Cela influe sur la capacité courante d'un agent public quant à la manière de traiter l'ancien fonctionnaire. ***Normes de conservation et de destruction :*** Le ministère ou organisme auquel le document d'attestation et le rapport confidentiel ont été soumis conserve ces documents pendant la durée d'emploi, plus deux ans, après quoi les documents sont détruits. ***Numéro de fichier :*** POE 915

Dossier personnel d'un employé

Description : Ce fichier contient le dossier sommaire de toutes les périodes d'emploi d'une personne au sein des ministères et organismes fédéraux. Ce dossier est conservé afin de faciliter l'administration du personnel. Les renseignements contenus dans les dossiers d'un employé peuvent être utilisés aux fins suivantes : prendre des décisions ayant trait à la dotation; aux présences et aux congés; à la rémunération et aux avantages; à la formation et au perfectionnement; à l'hygiène et à la sécurité professionnelles; aux langues officielles; à la discipline; au niveau de sécurité; et lorsque les renseignements touchant un domaine peuvent influer sur une décision prise dans un autre domaine. Dans les cas susmentionnés, le fichier contient des renseignements succincts et connexes à des renseignements plus détaillés trouvés dans d'autres fichiers. Ces renseignements peuvent être utilisés, autant que ce soit d'une manière conforme aux usages prévus, afin d'assurer que les mesures prises en matière de personnel au sein des ministères et organismes fédéraux soient coordonnées dans le meilleur intérêt de l'employé et de l'employeur. C'est l'organisme ou le ministère pour lequel l'employé travaille présentement qui exerce le contrôle sur le dossier personnel de ce dernier. Ce fichier renferme des renseignements concernant les caractéristiques personnelles, notamment l'âge et le sexe; le numéro d'assurance sociale; l'adresse domiciliaire; la citoyenneté; les études (diplômes, certificats et bulletins); les emplois antérieurs non gouvernementaux, le curriculum vitae et les références; l'emplacement de l'organisme ou du ministère; les nominations, les mutations, les promotions et les rétrogradations; les périodes d'emploi, notamment les stages, les mises à pied et la durée de l'emploi; la classification, notamment les numéros de poste, les groupes, les niveaux, les titres et les traitements; les pensions et les assurances, notamment les noms des bénéficiaires. On peut également y trouver, le cas échéant, des renseignements concernant le service militaire, y compris les périodes et les domaines de service; les exclusions des négociations collectives, notamment le statut d'un employé désigné et l'identification d'un agent de négociation; les réalisations professionnelles, y compris les publications, les brevets et les primes; les passeports et les permis d'armes à feu nécessaires pour occuper le poste; la fin de l'emploi, notamment les certificats et les raisons du départ de l'employé. Le dossier individuel d'un employé comprend des résumés de décisions concernant la dotation; les présences et les congés; la rémunération et les avantages; la formation et le perfectionnement; les décisions concernant les indemnités et l'aptitude au travail; les langues officielles; la discipline; et les autorisations sécuritaires. On trouve toutefois les renseignements principaux concernant ces sujets dans les autres fichiers ordinaires décrits ci-après. Il se peut que le dossier individuel de l'employé ne comprenne pas les renseignements personnels utilisés pour prendre des décisions dans les domaines susmentionnés. ***Catégorie de personnes :*** Employés de l'institution. ***But :*** Ce fichier a pour but de fournir de la documentation et de donner des autorisations pour les nominations, les mutations, les promotions, les rétrogradations, la fin de l'emploi et les pensions de retraite. ***Usages compatibles :*** Identifier les décisions relatives à la dotation, aux présences et aux congés; à la rémunération et aux avantages; à la formation et au perfectionnement; à l'hygiène et à la sécurité professionnelles; aux langues officielles; à la discipline; aux autorisations sécuritaires ainsi qu'à la vérification des références professionnelles. Ces renseignements servent également à Approvisionnements et Services Canada, car ils facilitent le paiement des traitements; aux divers régimes d'assurance-maladie provinciaux; aux assureurs de groupe; aux syndicats (retenue des cotisations); et à Santé nationale et Bien-être social (aux fins des pensions). ***Normes de conservation et de destruction :*** Les dossiers sont gardés par l'organisme ou le ministère pour lequel travaille actuellement l'employé pour toute la durée d'emploi, plus un an. Après cette période, les renseignements sont transférés aux Archives nationales du Canada et sont gardés jusqu'à ce que l'employé ait atteint l'âge de 80 ans ou jusqu'à deux ans après le décès de l'employé; après quoi, le dossier est détruit, pourvu que deux ans se soient écoulés depuis la dernière utilisation à des fins

Description des fichiers ordinaires

Accidents d'automobile, de bateau, d'embarcation et d'avion
Description : Ce fichier contient des rapports sur les accidents; des réclamations pour les dommages subis; des décisions du tribunal; des règlements des transactions et la correspondance concernant des accidents survenus à des véhicules, des bateaux, des embarcations et des avions loués ou appartenant à l'État, ainsi qu'à des véhicules, bateaux, embarcations et avions privés utilisés à des fins professionnelles. Pour les renseignements au sujet des rapports d'enquête sur les accidents et sur les maladies ou les lésions personnelles, ainsi que les congés et avantages qui y sont associés, voir le fichier ordinaire nº 907. *Catégorie de personnes :* Employés de l'institution. *But :* Ce fichier a pour but de conserver les renseignements se rapportant aux accidents d'automobile, de bateau, d'embarcation et d'avion survenus à des employés du gouvernement. *Usages compatibles :* Déterminer la responsabilité pour de tels accidents et approuver leur règlement. *Normes de conservation et de destruction :* Les dossiers doivent être conservés pendant la période de deux ans suivant le règlement des réclamations des individus. *Numéro de fichier :* POE 908

Aide aux employés
Description : Ce fichier contient des renseignements administrés de façon confidentielle touchant la participation d'un employé au Programme d'aide aux employés (PAE); les avis de mise en rapport volontaire ou obligatoire (connexe au rendement au travail); les dossiers de mise en rapport avec des professionnels de la santé ou un organisme de réadaptation, et les rapports et la correspondance provenant de ces derniers; les interprétations non médicales concernant les capacités ou les limites de travail de l'employé. Tous les renseignements médicaux personnels sont conservés à titre de renseignements médicaux protégés dans un fichier administré par la Direction des services médicaux du ministère de la Santé nationale et du Bien-être social. Les dossiers ayant trait aux lacunes en matière de rendement de l'employé, à l'absentéisme et aux questions disciplinaires sont conservés dans le fichier pertinent de renseignements personnels de l'organisme ou du ministère, et non dans les dossiers du PAE. *Catégorie de personnes :* Employés de l'institution. *But :* Ce fichier a pour but d'emmagasiner les renseignements nécessaires à l'administration du Programme d'aide aux employés. Il vise à déterminer si les employés ont besoin de counseling, s'il est nécessaire de leur faire passer une évaluation sur le plan médical ou de les faire participer à des programmes de réadaptation. *Usages compatibles :* Étayer les décisions ayant trait aux mesures en matière d'aide aux employés. *Normes de conservation et de destruction :* Les dossiers sont détruits deux ans après la dernière participation de l'employé au Programme d'aide aux employés. *Numéro de fichier :* POE 916

Autorisations sécuritaires
Description : Ce fichier contient tous les antécédents personnels; les résumés des enquêtes faites par le Service canadien du renseignement de sécurité (SCRS), auparavant le Service de sécurité de la Gendarmerie royale du Canada (GRC); des cartes d'empreintes digitales; les antécédents criminels; le numéro d'assurance sociale; les séances de briefing et la correspondance connexe à la cote de sécurité attribuée aux personnes travaillant ou demandant à travailler au gouvernement fédéral en vertu d'une nomination, d'une affectation ou d'un contrat. Les avis de cote de sécurité peuvent être versés au dossier personnel de l'employé. Tous les détails des enquêtes réalisées par le SCRS sont conservés dans un fichier du SCRS. *Catégorie de personnes :* Les personnes travaillant ou demandant à travailler au gouvernement fédéral en vertu d'une nomination, d'une affectation ou d'un contrat. *But :* Ce fichier vise à consigner les renseignements sur la détermination du niveau approprié de sécurité pour les personnes travaillant ou demandant à travailler au gouvernement fédéral en vertu d'une nomination, d'une affectation ou d'un contrat et dont le poste nécessite une cote de sécurité. Il peut également servir à déterminer la cote de sécurité et à fournir des renseignements nécessaires à l'administration des mesures de sécurité du gouvernement. Lorsque les ministères et les organismes prennent des décisions concernant la cote de sécurité, ils ne peuvent consulter que les renseignements contenus dans ce fichier et ne peuvent pas consulter les renseignements obtenus à la suite d'enquêtes contenus dans le fichier du SCRS. *Usages compatibles :* Étayer les décisions se rapportant à des mutations, à des promotions, à des mesures disciplinaires et à la cessation d'emploi. *Normes de conservation et de destruction :* Les dossiers sont détruits deux ans après que l'employé a quitté l'emploi pour lequel on lui avait accordé sa cote. *Numéro de fichier :* POE 909

Cartes d'identification et laissez-passer
Description : Ce fichier contient des photographies, des formules d'identification et la correspondance connexe à l'émission des cartes d'identité et les laissez-passer. *Catégorie de personnes :* Employés de l'institution. *But :* Ce fichier a pour but d'emmagasiner des renseignements connexes à l'émission de cartes d'identité et de laissez-passer. *Usages compatibles :* Émettre des cartes d'identité et des laissez-passer. *Normes de conservation et de destruction :* Les dossiers sont détruits deux ans après l'expiration de la carte d'identification et du laissez-passer. *Numéro de fichier :* POE 917

Code régissant les conflits d'intérêts et l'après-mandat
Description : Ce ficher renferme (1) les documents d'attestation montrant que l'employé a lu et compris le Code de la Fonction publique et s'engage à observer le Code comme condition d'emploi et indiquant s'il possède ou non des biens et s'il a des biens ou des exigibilités visés par les articles 21 et 22, et participe aux activités

Société pour l'expansion des exportations
— Renseignements personnels
151, rue O'Connor, 6e étage
Ottawa (Ontario)
K1P 1K3
(613) 598-2899

Solliciteur général Canada — Secrétariat du ministère
Édifice Sir Wilfrid Laurier
340, avenue Laurier ouest
1er étage
Ottawa (Ontario)
K1A 0P8
(613) 991-2931

Statistique Canada
Édifice R.H. Coats
25e étage
Parc Tunney
Ottawa (Ontario)
K1A 0T6
(613) 951-9349

Transports Canada
Place de Ville, Tour C
330, rue Sparks, 26e étage
Ottawa (Ontario)
K1A 0N5
(613) 993-6162

Travail Canada
voir Développement des ressources humaines Canada

Travaux publics et Services gouvernementaux Canada
Place du Portage, Phase III
11, rue Laurier, Pièce 15A2
Hull (Québec)
K1A 0S5
(819) 956-1816

Tribunal canadien du commerce extérieur
Standard Life Centre
333, Avenue Laurier ouest
15e étage
Ottawa (Ontario)
K1A 0G7
(613) 993-4717

Tribunal d'appel des anciens combattants
voir Anciens combattants Canada

Service correctionnel Canada
340, avenue Laurier ouest
1er étage, section C
Ottawa (Ontario)
K1A 0P9
(613) 995-3466

Société canadienne d'hypothèques et de logement
700, chemin Montréal
Pièce C2-204
Ottawa (Ontario)
K1A 0P7
(613) 748-2843

Société canadienne des ports
99, rue Metcalfe
9e étage
Ottawa (Ontario)
K1A 0N6
(613) 957-6760

Société canadienne des postes
— Renseignements personnels
2701, promenade Riverside
Bureau E0341
Ottawa (Ontario)
K1A 0B1
(613) 734-6871

Société d'assurance-dépôts du Canada
50, rue O'Connor
17e étage
Ottawa (Ontario)
K1P 5W5
(613) 947-0268

Société de développement de l'industrie cinématographique canadienne
Tour de la Banque nationale
14e étage
600, rue de La Gauchetière ouest
Montréal (Québec)
H3B 4L2
(514) 283-6363

Société du crédit agricole Canada
1800, rue Hamilton
B.P. 4320
Regina (Saskatchewan)
S4P 4L3
(306) 780-8608

Société immobilière du Canada Limitée
voir Travaux publics et Services gouvernementaux Canada

Pêches et Océans
Tours Centennial
200, rue Kent, Poste 948
Ottawa (Ontario)
K1A 0E6
(613) 990-3438

Ponts Jacques-Cartier et Champlain Inc.
voir L'Administration de la voie maritime du Saint-Laurent

Ressources naturelles Canada
580, rue Booth
2e étage
Ottawa (Ontario)
K1A 0E4
(613) 943-0469

Revenu Canada
14e étage
Tour Executive Albion
25, rue Nicholas
Ottawa (Ontario)
K1A 0L5
(613) 957-8819

Revenu Canada — Douanes et Accise
voir Revenu Canada

Revenu Canada — Impôt
voir Revenu Canada

Santé Canada
Édifice Brooke Claxton (0909D)
Pièce 967D
Ottawa (Ontario)
K1A 0K9
(613) 957-3051

Santé et Bien-être social Canada
voir Santé Canada

Secrétariat d'État du Canada
voir Patrimoine canadien ou Travaux publics et Services gouvernementaux

Secrétariat du Conseil du Trésor du Canada
L'Esplanade Laurier, Tour est
140, rue O'Connor, 9e étage
Ottawa (Ontario)
K1A 0R5
(613) 952-7200

Séquestre des biens ennemis
voir Travaux publics et Services gouvernementaux

Service canadien du renseignement de sécurité
B.P. 9732, Terminus postal
Ottawa (Ontario)
K1G 4G4
(613) 231-0107

Office de répartition des approvisionnements d'énergie
voir Ressources naturelles Canada

Office de stabilisation des prix agricoles
voir Agriculture et Agroalimentaire Canada

Office des eaux des Territoires du Nord-Ouest
Édifice Precambrian, 9e étage
B.P. 1500
Yellowknife (Territoires du Nord-Ouest)
X1A 2R3
(403) 920-8191

Office des eaux du Territoire du Yukon
Pièce 106
200, rue Range
Whitehorse (Yukon)
Y1A 3V1
(403) 667-3980

Office des normes du gouvernement canadien
voir Travaux publics et Services gouvernementaux

Office des prix des produits de la pêche
voir Pêches et Océans

Office des produits agricoles
voir Agriculture et Agroalimentaire Canada

Office des transports du Canada
Édifice Jules Léger
15, rue Eddy, 16e étage
Hull (Québec)
K1A 0N9
(613) 994-2564

Office national de l'énergie
311 — 6th Avenue South West
Calgary (Alberta)
T2P 3H2
(403) 299-2717

Office national du film du Canada
B.P. 6100, Succ. A
Montréal (Québec)
H3C 3H5
(514) 283-9028

Patrimoine canadien
Édifice Jules Léger
25, rue Eddy, pièce 1496
Hull (Québec)
K1A 0M5
(819) 997-2894

Ministère de la Justice Canada
Édifice de la Justice, pièce 34
239, rue Wellington
Ottawa (Ontario)
K1A 0H8
(613) 954-0617

Ministère des Finances Canada
Esplanade Laurier, Tour est
140, rue O'Connor, 21e étage
Ottawa (Ontario)
K1A 0G5
(613) 992-6923

Monnaie royale canadienne
320, promenade Sussex
3e étage
Ottawa (Ontario)
K1A 0G8
(613) 993-1732

Multiculturalisme et citoyenneté Canada
voir Citoyenneté et Immigration ou Patrimoine canadien

Musée canadien de la nature
Édifice Mémorial Victoria
Rues Metcalfe et McLeod
B.P. 3443, Succ. D
Ottawa (Ontario)
K1P 6P4
(613) 954-9879

Musée canadien des civilisations
100, rue Laurier
B.P. 3100, Succ. B
Hull (Québec)
J8X 4H2
(613) 776-7115

Musée des beaux-arts du Canada
380, promenade Sussex
Pièce 532
B.P. 427, Succ. A
Ottawa (Ontario)
K1N 0N4
(613) 996-2892

Musée national des sciences et de la technologie
2421, chemin Lancaster
B.P. 9724, Succ. T
Ottawa (Ontario)
K1G 5A3
(613) 991-3033

Office de commercialisation du poisson d'eau douce
1199, chemin Plessis
Winnipeg (Manitoba)
R3C 3L4
(204) 983-6461

Directeur des terres destinées aux anciens combattants
voir Anciens combattants Canada

Diversification de l'économie de l'Ouest Canada
200, rue Kent, 8e étage
B.P. 2128, Succursale D
Ottawa (Ontario)
K1P 5W3
(613) 952-9390

Emploi et Immigration Canada
voir Citoyenneté et Immigration ou Développement des ressources humaines

Énergie, Mines et Ressources Canada
voir Ressources naturelles Canada

Enquêteur correctionnel Canada
275, rue Slater, Bureau 402
Ottawa (Ontario)
K1P 5H9
(613) 990-2692

Environnement Canada
Terrasses de la Chaudière
10, rue Wellington, 4e étage
Hull (Québec)
K1A 0H3
(819) 997-2992

Forces canadiennes
voir Défense nationale

Forêts Canada
voir Ressources naturelles Canada

Gendarmerie royale du Canada
1200, promenade Vanier
Ottawa (Ontario)
K1A 0R2
(613) 993-6978

Industrie Canada
Édifice C.D. Howe
235, rue Queen
1er étage est, pièce 182B
Ottawa (Ontario)
K1A 0H5
(613) 954-2752

Industrie, Sciences et Technologie Canada
voir Industrie Canada

Conseil des subventions au développement régional
voir Industrie, Sciences et Technologie Canada (Industrie Canada)

Conseil national des produits agricoles
Édifice Martel
270, rue Albert, 13e étage
B.P. 3430, Succ. D
Ottawa (Ontario)
K1P 6L4
(613) 995-8840

Conseil national de recherches Canada
Édifice M-58, pièce S-306
Chemin Montréal
Ottawa (Ontario)
K1A 0R6
(613) 990-2558

Consommation et Affaires commerciales Canada
voir Industrie Canada, Patrimoine canadien ou Agriculture et Agro-alimentaire Canada

Construction de Défense Canada
Place de Ville, Tour B
112, rue Kent, 17e étage
Ottawa (Ontario)
K1A 0K3
(613) 998-9539

Corporation commerciale canadienne
50, rue O'Connor
11e étage
Ottawa (Ontario)
K1A 0S6
(613) 996-0116

Corporation du Pont international de la voie maritime Limitée
voir L'Administration de la voie maritime du Saint-Laurent

Défense nationale
Édifice du Centre (Nord)
6e étage
101, promenade du Colonel By
Ottawa (Ontario)
K1A 0K2
(613)995-8393

Développement des ressources humaines Canada
Place du Portage, Phase IV
140, Promenade du Portage
4e étage
Hull (Québec)
(819) 994-0416

Directeur de l'établissement des soldats
voir Anciens combattants Canada

Conseil consultatif de recherches sur les pêcheries et les océans
voir Pêches et Océans

Conseil d'examen du prix des médicaments brevetés
B.P. L40, Bureau 1400
Standard Life Centre
333, avenue Laurier ouest
Ottawa (Ontario)
K1A 1C1
(613) 954-8299

Conseil de contrôle des renseignements relatifs aux matières dangereuses
200, rue Kent, Bureau 9000
Ottawa (Ontario)
K1A 0M1
(613) 993-4331

Conseil de la radiodiffusion et des télécommunications canadiennes
Les Terrasses de la Chaudière
1, promenade du Portage
5e étage
Hull (Québec)
K1A 0N2
(819) 994-5366

Conseil de recherches en sciences humaines du Canada
Carré Constitution, Tour 2
350, rue Albert, 11e étage
B.P. 1610
Ottawa (Ontario)
K1P 6G4
(613) 992-0562

Conseil de recherches en sciences naturelles et en génie du Canada
350, rue Albert, 13e étage
Ottawa (Ontario)
K1A 1H5
(613) 995-6214

Conseil de recherches médicales du Canada
Édifice Holland Cross
Tour B, 5e étage
1600, rue Scott
Ottawa (Ontario)
K1A 0W9
(613) 954-1812

Conseil des Arts du Canada
350, rue Albert
9e étage
Ottawa (Ontario)
K1P 5V8
(613) 237-3400 Ext:4261

Commission des lieux et monuments historiques du Canada
Immeuble Jules-Léger
5e étage
Les Terrasses de la Chaudière
25, rue Eddy
Hull (Québec)
K1A 0M5
(819) 997-4059

Commission des plaintes du public contre la Gendarmerie royale du Canada
B.P. 3423, Succursale D
Ottawa (Ontario)
K1P 6L4
(613) 952-1302

Commission des relations de travail dans la fonction publique
Édifice C.D. Howe, tour ouest
240, rue Sparks, 6e étage
Ottawa (Ontario)
K1P 5V2
(613) 990-1757

Commission du droit d'auteur Canada
56, rue Sparks, pièce 800
Ottawa (Ontario)
K1A 0C9
(613) 952-8628

Commission nationale des libérations conditionnelles
Édifice Sir Wilfrid Laurier
340, avenue Laurier ouest
9e étage
Ottawa (Ontario)
K1A 0R1
(613) 954-5946

Communications Canada
voir Industrie Canada, Patrimoine canadien ou Travaux publics et Services gouvernementaux

Condition féminine Canada
360, rue Albert
Bureau 700
Ottawa (Ontario)
K1A 1C3
(613) 995-4008

Conseil canadien des normes
Bureau 1200
45, rue O'Connor
Ottawa (Ontario)
K1P 6N7
(613) 238-3222

Conseil canadien des relations de travail
Édifice C.D. Howe, Tour ouest
240, rue Sparks, 4e étage
Ottawa (Ontario)
K1A 0X8
(613) 996-9466

Commission d'appel des pensions
381, rue Kent, pièce 327
B.P. 8567, Terminus postal
Ottawa (Ontario)
K1G 3H9
(613) 995-0612

Commission d'indemnisation des marins marchands
voir Développement des ressources humaines Canada

Commission de contrôle de l'énergie atomique
280, rue Slater
B.P. 1046, Succursale B
Ottawa (Ontario)
K1P 5S9
(613) 996-9997

Commission de l'emploi et de l'immigration du Canada
voir Développment des ressources humaines ou Citoyenneté et Immigration

Commission de l'immigration et du statut de réfugié
222, rue Nepean, 7e étage
Ottawa (Ontario)
K1A 0K1
(613) 995-3514

Commission de la Capitale nationale
3e étage
40, rue Elgin
Ottawa (Ontario)
K1P 1C7
(613) 239-5198

Commission de la fonction publique du Canada
Esplanade Laurier, Tour ouest
300, avenue Laurier ouest
Pièce 1954
Ottawa (Ontario)
L1A 0M7
(613) 992-2425

Commission de révision des lois
voir Ministère de la Justice

Commission de révision des marchés publics
voir Tribunal canadien du commerce extérieur

Commission des champs de bataille nationaux
390 avenue de Bernières
Québec (Québec)
G1R 2L7
(418) 648-3506

Comité externe d'examen de la Gendarmerie royale du Canada
60, rue Queen, Pièce 513
B.P. 1159, Succursale B
Ottawa (Ontario)
K1P 5R2
(613) 998-2134

Commissariat aux langues officielles
— Renseignements personnels
110, rue O'Connor
13e étage, pièce 1334
Ottawa (Ontario)
K1A 0T8
(613) 996-6036

Commission canadienne d'examen des exportations de biens culturels
3ième étage
15, rue Eddy
Hull (Quebec)
K1A 0M5
(819) 997-7761

Commission canadienne des affaires polaires
Carré Constitution, Pièce 1710
360, rue Albert
Ottawa (Ontario)
K1R 7X7
(613) 943-8605

Commission canadienne des droits de la personne
Place de Ville, Tour A
320, rue Queen, 13e étage
Ottawa (Ontario)
K1A 1E1
(613) 943-9047

Commission canadienne des grains
voir Agriculture et Agro-alimentaire Canada

Commission canadienne des pensions
voir Anciens combattants Canada

Commission canadienne du blé
— Renseignements personnels
423, rue Main
B.P. 816
Winnipeg (Manitoba)
R3C 2P5
(204) 983-1752

Commission canadienne du lait
1525, avenue Carling
Ottawa (Ontario)
K1A 0Z2
(613) 998-9490

Canada-Terre-Neuve, Office des hydrocarbures extracôtiers
Place TD — 140, rue Water
Pièce 500
St. John's (Terre-Neuve)
A1C 6H6
(709) 778-1464

Centre canadien de gestion
Campus De La Salle
373, promenade Sussex
C.P. 420, Succursale A
Ottawa (Ontario)
K1N 8V4
(613) 947-9338

Centre canadien d'hygiène et de sécurité au travail
250, rue Main est
Hamilton (Ontario)
L8N 1H6
(905) 572-2981

Centre de recherches pour le développement international
250, rue Albert, 13e étage
Ottawa (Ontario)
K1G 3H9
(613) 236-6163, poste 2123

Centre international pour les droits
de la personne et du développement démocratique
63, rue De Brésoles
Bureau 100
Montréal (Québec)
H2Y 1V7
(514) 283-6073

Centre national des Arts
— Renseignements personnels
1, Place de la Confédération
B.P. 1534, Succ. B
Ottawa (Ontario)
K1P 5W1
(613) 996-5051

Citoyenneté et Immigration Canada
3e étage, Tour Journal Nord
300, rue Slater
Ottawa, Ontario
K1A 1L1
(613) 957-6512

Comité de surveillance des activités de renseignements de sécurité
Édifice Jackson
122, rue Bank, 4e étage
B.P. 2430, Succ. D
Ottawa (Ontario)
K1P 5W5
(613) 990-8052

Bureau de la sécurité des transports du Canada
Place du Centre
200, Promenade du Portage
4e étage
Hull (Québec)
K1A 1K8
(613) 994-8021

Bureau de services juridiques des pensions
voir Anciens combattants Canada

Bureau des relations fédérales-provinciales
voir Bureau du Conseil privé

Bureau du Conseil privé
Édifice Blackburn
85, rue Sparks, pièce 633
Ottawa (Ontario)
K1A 0A3
(613) 957-5210

Bureau du Contrôleur général
Voir Conseil du Trésor du Canada

Bureau du Directeur général des élections
— Renseignements personnels
9e étage, Édifice Jackson
257, rue Slater
Ottawa (Ontario)
K1A 0M6
(613) 990-5596

Bureau du Surintendant des institutions financières Canada
255, rue Albert,
15e étage
Ottawa (Ontario)
K1A 0H2
(613) 990-8031

Bureau du Vérificateur général du Canada
— Renseignements personnels
240, rue Sparks
Pièce 1117
Ottawa (Ontario)
K1A 0G6
(613) 995-3708 Ext: 6371

Bureau fédéral de développement régional (Québec)
800, Place Victoria
Bureau 3800
B.P. 247
Montréal (Québec)
H4Z 1E8
(514) 283-8418

Canada-Nouvelle-Écosse, Office des hydrocarbures extracôtiers
TD Centre, 6e étage
1791, rue Barrington
Halifax (Nouvelle-Écosse)
B3J 3K9
(902) 422-5588

Anciens combattants Canada
Édifice Dominion
97, rue Queen, Pièce 201
B.P. 7700
Charlottetown
(Île-du-Prince-Édouard)
C1A 8M9
(902) 566-8609

Approvisionnements et Services Canada
voir Travaux publics et Services gouvernementaux Canada

Archives nationales du Canada
395, rue Wellington, pièce 128
Ottawa (Ontario)
K1A 0N3
(613) 995-5493 —
Accès à l'information
(613) 947-8468 —
Renseignements personnels

Banque de développement du Canada
5 Place Ville Marie
Suite 300
Montréal (Québec)
H3B 5E7
(514) 283-3554

Banque du Canada
234, rue Wellington,
2e étage
Ottawa (Ontario)
K1A 0G9
(613) 782-8537

Bibliothèque nationale du Canada
395, rue Wellington
Pièce 215
Ottawa (Ontario)
K1A 0N4
(613) 996-2892

Bourse fédérale d'hypothèques
voir Ministère des Finances

Bureau de l'Inspecteur général du Service canadien du renseignement de sécurité
Édifice Sir Wilfrid Laurier
340, ave. Laurier ouest
8e étage
Ottawa (Ontario)
K1A 0P8
(613) 990-3270

Affaires extérieures et Commerce extérieur Canada
voir Affaires étrangères et Commerce international Canada

Affaires indiennes et du Nord Canada
Les Terrasses de la Chaudière
Tour nord
10, rue Wellington
Pièce 517
Hull (Québec)
K1A 0H4
(819) 997-8277

Agence canadienne de développement international
Place du Centre, 12e étage
200, promenade du Portage
Hull (Québec)
K1A 0G4
(613) 997-0849

Agence canadienne d'évaluation environnementale
13e étage
200, boul. Sacré-Coeur
Hull, Québec
K1A0H3
(819)953-5537

Agence de promotion économique du Canada atlantique
Blue Cross Centre
644, rue Main, 3e étage
B.P. 6051
Moncton (Nouveau-Brunswick)
E1C 9J8
(506) 851-3845

Agence de surveillance du secteur pétrolier
voir Ressources naturelles Canada

Agence spatiale canadienne
6767, Route de l'aéroport
Saint-Hubert (Qc)
J3Y 8Y9
(514) 926-4866

Agriculture Canada
voir Agriculture et Agro-alimentaire Canada

Agriculture et Agro-alimentaire Canada
Édifice Sir John Carling
930, avenue Carling
Pièce 841
Ottawa (Ontario)
K1A 0C5
(613) 759-6765

Coordonnateurs de l'accès à l'information et de la protection des renseignements personnels (AIPRP)

Administration de la voie maritime du Saint-Laurent
Place de la Constitution
360, rue Albert, 14e étage
Ottawa (Ontario)
K1R 7X7
(613) 598-4605

Administration de pilotage de l'Atlantique Canada
Pièce 1402
1959, Upper Water Street
Halifax (Nouvelle-Écosse)
B3J 3N2
(902) 426-2550

Administration de pilotage des Grands Lacs Canada
202, rue Pitt, 2e étage
B.P. 95
Cornwall (Ontario)
K6J 3P7
(613) 933-2991

Administration de pilotage des Laurentides Canada
715, Square Victoria
6e étage
C.P. 680, Tour de la Bourse
Montréal (Québec)
H4Z 1J9
(514) 496-1805

Administration de pilotage du Pacifique Canada
1199, rue West Hastings
Pièce 300
Vancouver (Colombie-Britannique)
V6E 4G9
(604) 666-6771

Administration du pipe-line du Nord Canada
Édifice Lester B. Pearson
125, promenade Sussex
Ottawa (Ontario)
K1A 0G2
(613) 993-7466

Administration du rétablissement agricole des Prairies
voir Agriculture et Agroalimentaire Canada

Affaires étrangères et Commerce international Canada
Édifice Lester B. Pearson
125, promenade Sussex, Tour A
1er étage
Ottawa (Ontario)
K1A 0G2
(613) 992-1487

Pour obtenir des renseignements sur la base de données **Info Source**, communiquez avec :

Division de la politique de l'information, des communications et de la sécurité
Secrétariat du Conseil du Trésor
(613) 957-2408

Vous pouvez également communiquer avec des personnes-ressources aux bureaux des coordonnateurs de l'AIPRP, dont on donne la liste ci-après.

Nota : Toute demande d'accès à l'information ou de renseignements personnels doit être adressée à l'organisme approprié, dont l'adresse figure dans les pages qui suivent.

Pour les personnes handicapées Les personnes qui ne sont pas en mesure d'exercer leurs droits en ayant recours aux procédures habituelles peuvent obtenir de l'aide additionnelle de l'un des bureaux de coordination de l'Accès à l'information et de la protection des renseignements personnels.

Où obtenir plus de renseignements

Pour obtenir de plus amples renseignements au sujet de la *Loi sur la protection des renseignements personnels*, vous pouvez communiquer avec (veuillez voir la note ci-dessous) :

La direction des affaires publique
Secrétariat du Conseil du Trésor du Canada
L'Esplanade Laurier, Tour est
140, rue O'Connor, 9e étage
Ottawa (Ontario)
K1A 0R5
Téléphone : (613) 957-2400
Télécopieur : (613) 952-3658
Courrier électronique : infosource@tbs-sct.gc.ca

Vous pouvez consulter les publications **Info Source** ou obtenir des dépliants sur la *Loi sur l'accès à l'information* ou sur la *Loi sur la protection des renseignements personnels*, à différents endroits à l'intérieur des ministères et organismes, par exemple au bureau du Coordonnateur de l'AIPRP et à la bibliothèque.

Si vous désirez acheter un exemplaire de la présente publication, veuillez en faire la demande à :

Groupe Communication Canada — Édition
Téléphone : (819) 956-4802
Télécopieur : (819) 994-1498

Le Commissaire à la protection de la vie privée

Le Commissaire à la protection de la vie privée est un représentant du public qui possède le pouvoir d'examiner les plaintes relatives aux irrégularités touchant la collecte, l'usage, l'entreposage, la divulgation et la façon de disposer des renseignements personnels. Le Commissaire à la protection de la vie privée peut également vous aider si vous êtes insatisfait des résultats de votre demande officielle ou du temps requis pour obtenir votre information.

Lorsque le Commissaire a terminé son enquête, toute personne qui est d'avis qu'on ne lui a toujours pas accordé l'accès aux renseignements personnels auxquels elle estime avoir droit peut en appeler à la Section de première instance de la Cour fédérale.

Vous pouvez communiquer par écrit ou par téléphone avec le bureau du Commissaire à :

Place de Ville, Tour B
112, rue Kent, 3e étage
Ottawa (Ontario) K1A 1H3
Téléphone : 995-2410 (Ottawa-Hull)
1-800-267-0441 (sans frais partout au Canada)

Pour utiliser Info Source rapidement et efficacement

Déterminez le chapitre exact Repérez le chapitre du ministère ou de l'organisme fédéral lequel, d'après vous, aurait l'information que vous recherchez. Consultez les dossiers de programmes et les fichiers de renseignements personnels de cet organisme.

Si vous êtes dans l'incertitude quant à l'organisme ou ministère fédéral auquel vous devriez vous adresser, une communication par lettre ou téléphone à tout coordonnateur de l'AIPRP devrait vous mettre sur la bonne voie.

- Il n'y a aucun frais pour faire une demande en vertu de la *Loi sur la protection des renseignements personnels*.

Pour apporter des changements aux renseignements Si vous croyez que les renseignements qu'un organisme fédéral détient sur vous sont faux ou trompeurs, vous êtes en droit d'en demander la rectification. Si cet organisme refusait de faire les modifications requises, il serait tenu de porter une note à votre dossier faisant état de votre demande de correction.

La sauvegarde des renseignements personnels La protection des renseignements personnels et de la vie privée est un autre but très important de la *Loi sur la protection des renseignements personnels*. La Loi stipule quand et comment le gouvernement peut recueillir, entreposer et disposer des renseignements personnels. Elle stipule aussi très précisément pour quelles raisons et de quelle façon l'information peut être utilisée ou distribuée, et qui peut la recevoir et en faire usage.

La divulgation de l'information Le gouvernement peut divulguer votre information à quelqu'un d'autre que vous seulement avec votre consentement ou lorsque certains critères de la *Loi sur la protection des renseignements personnels* s'appliquent, par exemple dans le cas d'une citation juridique.

Les délais En vertu de la Loi, l'information que vous demandez devrait vous être communiquée en tout ou en majeure partie dans un délai de 30 jours ou moins après réception de la demande. Si une prorogation est nécessaire, vous en serez avisé dans les premiers 30 jours et on vous donnera la raison pour laquelle une autre période de 30 jours pourrait être requise.

La plupart des renseignements sont disponibles sur demande

Dans bien des cas, vous pouvez, en tant qu'employé du gouvernement fédéral, obtenir vos renseignements d'un organisme fédéral sans avoir à faire une demande officielle en vertu de la *Loi sur la protection des renseignements personnels*. Vous devriez d'abord vous mettre en communication avec un agent du personnel de l'organisme où vous êtes présentement employé, en vous adressant soit à l'administration centrale ou à un bureau régional, le cas échéant.

Certains renseignements personnels sont confidentiels

En vertu de la *Loi sur la protection des renseignements personnels*, le gouvernement fédéral est tenu de garder certains types de renseignements personnels sous le sceau de la confidentialité. En général, de tels renseignements ont trait à d'autres individus, à la sécurité nationale et à l'exécution de la Loi.

Comment faire une demande

Lorsque vous avez décidé de faire une demande officielle en vertu de la *Loi sur la protection des renseignements personnels*, voici la procédure à suivre :

- Obtenez un formulaire de demande d'accès à des renseignements personnels dans les endroits où la publication **Info Source** est disponible.
- Remplissez le formulaire et identifiez-vous de façon à ce que le gouvernement puisse vérifier qui vous êtes, c-à-d. que c'est bien **vous**, et non quelqu'un d'autre, qui veut obtenir votre information. Plus les renseignements que vous fournirez seront précis, le plus promptement vous recevrez une réponse.
- Faites parvenir le formulaire au coordonnateur de la Protection des renseignements personnels de votre ministère ou organisme fédéral.
- Si vous êtes un ancien fonctionnaire, adressez-vous au Centre des documents du personnel, Archives nationales du Canada, parc Tunney, Ottawa (Canada), K1A 0N3.

La présente publication contient trois catégories de fichiers de renseignements personnels, comme suit :

Fichiers ordinaires

Les fichiers ordinaires contiennent des renseignements de nature administrative que les organismes fédéraux peuvent conserver au sujet de leurs employés. Ces catégories de renseignements sont, par exemple, le « Dossier personnel d'un employé », «Rémunération et avantages », et « Formation et perfectionnement ». Tous les organismes ne conservent pas nécessairement pour chaque employé tous les dossiers décrits dans les fichiers ordinaires.

Fichiers centraux

Les fichiers centraux comprennent des renseignements concernant les employés de quelques-unes ou de l'ensemble des organismes fédéraux. Ces fichiers sont conservés par les organismes centraux tels que la Commission de la fonction publique, le Conseil du Trésor et Travaux publics et Services gouvernementaux Canada.

Fichiers particuliers

Les fichiers particuliers contiennent des renseignements personnels sur les employés et sont créés par les ministères ou les organismes pour répondre à leurs besoins.

Loi sur la protection des renseignements personnels

La collecte des renseignements personnels fait partie des activités quotidiennes des ministères et organismes du gouvernement fédéral. La *Loi sur la protection des renseignements personnels* garantit aux citoyens canadiens et aux personnes présentes au Canada l'accès à l'information à leur sujet qui est détenue par le gouvernement fédéral. La Loi les protège également de la divulgation non autorisée de ces renseignements personnels. De plus, elle place des contrôles très stricts sur la façon dont le gouvernement peut faire la collecte, l'usage, l'entreposage et la divulgation des renseignements personnels, et sur la façon dont il peut en disposer.

Ce que contient Info Source

Info Source comporte trois éléments principaux :

La table des matières

La table des matières est par ordre alphabétique en utilisant le nom d'usage courant de chaque ministère ou organisme, par ex. Agriculture et Agroalimentaire Canada ou Santé Canada, plutôt que le titre officiel, c.-à-d. ministère de l'Agriculture et de l'Agroalimentaire, ou ministère de la Santé.

L'introduction

L'Introduction comprend :

- des explications sur certains termes-clefs utilisés dans ce volume et sur quelques points essentiels de la *Loi sur la protection des renseignements personnels*, de même que des indications pour trouver l'information désirée soit en utilisant **Info Source** ou en faisant une demande officielle en vertu de cette Loi;
- une liste des **Coordonnateurs de la protection des renseignements personnels**, disposée dans le même ordre que la table des matières; et
- la description du contenu des Fichiers ordinaires — voir la définition ci-dessous.

Les chapitres

Un chapitre est consacré à chaque ministère ou organisme du gouvernement fédéral qui est assujetti à la *Loi sur la protection des renseignements personnels*. Chaque chapitre donne une description des fichiers de renseignements personnels visant les fonctionnaires actuels ou les personnes qui ont déjà travaillé pour des organismes fédéraux.

Introduction

Nota : La présente introduction est imprimée en gros caractères afin d'en améliorer la lisibilité pour les personnes qui éprouvent des difficultés visuelles.

À propos d'Info Source

Info Source : Sources de renseignements sur les employés fédéraux, vous aidera à repérer les renseignements personnels que le gouvernement fédéral détient sur vous si vous êtes présentement ou avez déjà été à son emploi. Cette publication vous guidera également dans l'exercice de vos droits en vertu de la *Loi sur la protection des renseignements personnels*.

La présente publication constitue un volume qui complète **Info Source : Sources de renseignements fédéraux**, une publication contenant des renseignements sur le gouvernement du Canada, ainsi que sur la structure organisationnelle et les fonds de renseignements de celui-ci.

Info Source regroupe et remplace **Le Registre d'accès** et le **Répertoire des renseignements personnels**, deux publications que vous avez peut-être vues et utilisées auparavant.

Des bulletins de mise à jour, le **Répertoire des centres fédéraux de demande de renseignements** et le **Répertoire des bases de données du gouvernement fédéral** complètent l'édition annuelle d'**Info Source**.

45 Commission des plaintes du public contre la Gendarmerie royale du Canada 65

46 Commission des relations de travail dans la Fonction publique 65

47 Commission du droit d'auteur Canada . 69

48 Commission nationale des libérations conditionnelles 69

49 Condition féminine Canada 70

50 Conseil canadien des normes 70

51 Conseil canadien des relations de travail 72

52 Conseil d'examen du prix des médicaments brevetés 72

53 Conseil de contrôle des renseignements relatifs aux matières dangereuses 73

54 Conseil de la radiodiffusion et des télécommunications canadiennes 73

55 Conseil de recherches en sciences humaines du Canada 74

56 Conseil de recherches en sciences naturelles et en génie du Canada 75

57 Conseil de recherches médicales du Canada 76

58 Conseil des Arts du Canada 76

59 Conseil national de recherches Canada 78

60 Conseil national des produits agricoles 79

61 Construction de Défense Canada 80

62 Corporation commerciale canadienne . . 80

63 Défense nationale 81

64 Développement des ressources humaines Canada 97

65 Diversification de l'économie de l'Ouest Canada 99

66 Enquêteur correctionnel Canada 100

67 Environnement Canada 100

68 Gendarmerie royale du Canada 100

69 Industrie Canada 108

70 Ministère de la Justice Canada 112

71 Ministère des Finances Canada 113

72 Monnaie royale canadienne 113

73 Musée canadien de la nature 116

74 Musée canadien des civilisations 116

75 Musée des beaux-arts du Canada 117

76 Musée national des sciences et de la technologie 117

77 Office Canada-Nouvelle-Écosse des hydrocarbures extracôtiers 118

78 Office Canada-Terre-Neuve des hydrocarbures extracôtiers 118

79 Office de commercialisation du poisson d'eau douce 119

80 Office des eaux des Territoires du Nord-Ouest 119

81 Office des eaux du Territoire du Yukon 119

82 Office des transports du Canada 119

83 Office national de l'énergie 120

84 Office national du film du Canada 120

85 Patrimoine canadien 121

86 Pêches et Océans Canada 122

87 Ressources naturelles Canada 124

88 Revenu Canada 128

89 Santé Canada 130

90 Secrétariat du Conseil du Trésor du Canada 133

91 Service canadien du renseignement de sécurité 148

92 Service correctionnel Canada 155

93 Société canadienne d'hypothèques et de logement 157

94 Société canadienne des ports 161

95 Société canadienne des postes 161

96 Société d'assurance-dépôts du Canada 177

97 Société de développement de l'industrie cinématographique canadienne 178

98 Société du Centre national des Arts . . . 180

99 Société du crédit agricole Canada 180

100 Société immobilière du Canada Limitée 181

101 Société pour l'expansion des exportations 181

102 Solliciteur général Canada 185

103 Statistique Canada 185

104 Transports Canada 186

105 Travaux publics et Services gouvernementaux Canada 188

106 Tribunal canadien du commerce extérieur 190

Table des matières

Introduction

À propos d'*Info Source* I

Ce que contient *Info Source* II

Loi sur la protection des renseignements personnels III

Pour utiliser *Info Source* rapidement et efficacement VI

Coordonnateurs de l'accès à l'information et de la protection des renseignements personnels IX

Description des fichiers ordinaires XXV

Chapitres

1 Administration de la voie maritime du Saint-Laurent 1

2 Administration de pilotage de l'Atlantique Canada 2

3 Administration de pilotage des Grands Lacs Canada 2

4 Administration de pilotage des Laurentides Canada 3

5 Administration de pilotage du Pacifique Canada 3

6 Administration du pipe-line du Nord Canada 4

7 Affaires étrangères et Commerce international Canada 5

8 Affaires indiennes et du Nord Canada . . 7

9 Agence canadienne d'évaluation environnementale 8

10 Agence canadienne de développement international 8

11 Agence de promotion économique du Canada atlantique 8

12 Agence spatiale canadienne 10

13 Agriculture et Agroalimentaire Canada . 10

14 Anciens Combattants Canada 17

15 Archives nationales du Canada 17

16 Banque de développement du Canada . 22

17 Banque du Canada 24

18 Bibliothèque nationale du Canada 28

19 Bureau de l'Inspecteur général du Service canadien du renseignement de sécurité 29

20 Bureau de la sécurité des transports du Canada 29

21 Bureau du Conseil privé 30

22 Bureau du Directeur général des élections 31

23 Bureau du surintendant des institutions financières Canada 31

24 Bureau du Vérificateur général du Canada 31

25 Bureau fédéral de développement régional (Québec) 32

26 Centre canadien d'hygiène et de sécurité au travail 33

27 Centre canadien de gestion 33

28 Centre de recherches pour le développement international 34

29 Citoyenneté et Immigration 36

30 Comité de surveillance des activités de renseignement de sécurité 38

31 Comité externe d'examen de la Gendarmerie royale du Canada 38

32 Commissariat aux langues officielles . . . 40

33 Commission canadienne d'examen des exportations de biens culturels 41

34 Commission canadienne des affaires polaires 41

35 Commission canadienne des droits de la personne 42

36 Commission canadienne du blé 42

37 Commission canadienne du lait 42

38 Commission d'appel des pensions 43

39 Commission de contrôle de l'énergie atomique 43

40 Commission de l'immigration et du statut de réfugié 44

41 Commission de la Capitale nationale . . 45

42 Commission de la Fonction publique du Canada 46

43 Commission des champs de bataille nationaux 64

44 Commission des lieux et monuments historiques du Canada . . . 65

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45 19

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Direction du dirigeant principal de l'information
Division de l'information, des communications et de la sécurité

Gouvernement du Canada
Government of Canada

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Sources de renseignements sur les employés fédéraux 1996-1997

Canada